THE PUNJAB POLICE RULES

VOLUME 1

Chapter 1

Organization

Part I

Departmental Organization

1.1. Constitution. - For the purposes of Section 3 of the Police Act (V of 1861) the Punjab is divided into "General Police Districts", namely, -

(a) the Provincial Police District.

(b) the Railway Police District.

All ranks of police employed in the province are appointed or enrolled under section 2 of the Act.

[1][Provided that each of the Telecommunications Branch, Finger Prints Bureau, Women Police Wing, Bank Staff, Mounted Police, Armourers and Executive Clerical Wing, that is uniformed clerical functionaries in various subordinate offices shall form its uniformed cadre.

Explanation. - The expression "subordinate offices" means the offices of the District Senior Superintendent of Police, Director, Finger Prints Bureau, Phillaur and Superintendents of Police, Incharge Recruits Training Centres.]

1.2. Inspector-General. - The responsibility for the command of the police force, its recruitment, discipline, internal economy and administration throughout the general police districts vests in the Inspector-General of Police. He is head of the Police Department, and is responsible for its direction and control and for advising the Provincial Government in all matters connected with it. In the discharge of his duties as Inspector-General and in the execution of orders of Government he is bound to act in conformity with the system and regulations regarding the functions, discipline and administration of the force contained in the Police Act (V of 1861) and in these rules. Orders of the Provincial Government affecting the police force, in whole or in part, will be issued through him.

The Inspector-General is assisted in the control and administration of the police force by such number of Deputy Inspectors General and Assistant Inspectors-General as the Provincial Government may from time to time appoint.

1.3. General Police, Districts - divisions of. - The Provincial Police general district is divided into administrative establishments; a Training School (including the Provincial

1. Added vide Punjab Notification Dated 15th June, 1990

Finger Print Bureau); a Criminal Investigation Department, and District Police Establishments. The Railway Police, general district, is divided into a Central Investigating Agency, and such number of sub-divisions as the Provincial Government may authorize from time to time.

1.4. Administrative Division. - The districts of the province are grouped in Ranges and the administration of all police within each such range is vested in a Deputy Inspector-General under the control of the Inspector-General of Police.

The Railway Police District is administered, under the control of the Inspector General of Police, by an Assistant Inspector-General of Police, who has the powers of, and is responsible for the duties allotted to, a Deputy Inspector-General of a range. The limits of the Railway Police district are the railway limits within the Punjab and Delhi Provinces and Indian States lying within the boundary of the Punjab, including the State of Bahawalpur.

The Training School is under the direct control of the Inspector-General subject to such delegation of powers as he may make to one or other of the range Deputy Inspectors-General. The Criminal Investigation Department is administered by a Deputy Inspector-General, who also supervises the Finger Print Bureau.

1.5. Limits of jurisdiction and liability to transfer. - All police officers appointed or enrolled in either of the two general police districts constitute one police force and are liable to, and legally empowered for, police duty anywhere within the province. No sub-division of the force territorially or by classes, such as mounted and foot Police, affects this principle.

Though not liable to permanent transfer beyond the limits of the Punjab, every police officer is empowered by section 3, Police Act III of 1888, when necessary, to exercise the powers, functions and privileges of a police officer in any part of British India. In the exercise of such functions a police officer is deemed to be a member of the police force of the province in which he is at the time.

1.6. Deputy Inspectors-General - duties and functions of. - All Deputy Inspectors-General (and the Assistant Inspectors-General, Government Railway Police) are representatives of the Inspector-General of Police in their respective spheres.

The Deputy Inspector-General, Criminal Investigation Department, is responsible, through the staff of his department, for the intelligence organization of the criminal administration; in this capacity he is called upon to assist both the Provincial Government and the district authorities. He is also authorised to call upon the district or railway police for action in such matters, whether in respect of crime or intelligence, as may, from time to time, be consigned to his charge. In respect of crime, however, he will keep the Deputy Inspectors-General of the ranges concerned fully informed of all action which his department is taking within the sphere of their jurisdictions.

The Deputy Inspector-General of a range is responsible to the Inspector- General for the administration, training and discipline of the police of his range and for the efficiency of their organisation and operations for the prevention and detection of crime. In the exercise of this responsibility a Deputy Inspector-General will interfere as little as possible with the executive authority of the Superintendents under him, and will permit such modifications of practice and organization to suit local conditions as he may consider advisable, and as the law and these rules allow. He will use his powers of control to secure a uniform standard of efficiency and the fullest co-operation between districts and branches of the force in the circulation of information and in action against criminals.

To ensure that efficiency shall not be impaired by undue variation in methods or practice

in different parts of the province, Deputy Inspectors-General of ranges and of the Criminal Investigation Department and the Assistant Inspector-General, Government Railway Police, shall maintain close touch with each other by informal meetings and formal conferences. They shall freely exchange information relating to the criminal administration, and shall ensure that co-operation between ranges and branches of the force is as close as that between the districts within a range. Before issuing any circular order having the effect of altering in principle any matter of departmental practice or affecting the administration of the law, Deputy Inspectors-General shall obtain the approval of the Inspector-General. Copies of all such circular orders and of instructions of general importance, whether previously approved by the Inspector-General or not, shall be sent to the Inspector General and other Deputy-Inspectors for information.

1.7. Relations of Deputy Inspectors-General with Commissioners and District Magistrates. - In his dealings with Commissioners and District Magistrates, the Deputy Inspector-General is the representative of the Inspector-General. Within the field in which the Inspector-General is the advisor of the Provincial Government, the Deputy Inspector-General should be the advisor of the Commissioners and District Magistrates, whose jurisdictions lie within his range. His knowledge and authority should at all times be at their disposal for promoting police efficiency and for concerting measures for the better control of crime. Cases in which differences of opinion arise between a Deputy Inspector-General and a Commissioner or District Magistrate on matters in which the orders of Government are advisable shall be referred through the Inspector-General.

1.8. Superintendent of Police. - The Superintendent of Police is the executive head of the district police force. He is directly responsible for all matters relating to its internal economy, training and management, and for the maintenance of its discipline and the efficient performance of all its duties.

In every district there shall be one or more Superintendents and such number of Assistant Superintendents, Deputy Superintendents, inspectors, sergeants, sub-inspectors, Assistant sub-inspectors, head constables and constables as the Provincial Government may direct.

1.9. Assistant and Deputy Superintendents. - The authority and duties of Assistant and Deputy Superintendents of Police are the same and interchangeable. They derive their powers from the fifth definition in section I of the Police Act (V of 1861) and from section 551 of the Code of Criminal Procedure. Assistant and Deputy Superintendents of Police are posted to districts and other duties at the discretion of the Provincial Government to be trained and to assist the Superintendent in the discharge of his responsibilities, and the authority of the Superintendent is delegated to them to the extent prescribed by these rules.

1.10. Police station jurisdiction. - Districts and the railway police sub- divisions are divided into police station jurisdictions according to administrative convenience and in order to meet the requirements of the Code of Criminal Procedure [Section 4(1)(s)]. The boundaries of these jurisdictions have all been fixed from time to time on the authority of the Provincial Government, and are unalterable save under the same authority. Outposts are located where necessary for the control of crime and are subordinate to the police stations in the jurisdictions of which they are located. Normally, a police station is in charge of a sub-inspector of Police and an outpost is commanded by an assistant sub-inspector or head constable.

No alteration in the number of police stations and outposts or in the boundaries of police station jurisdictions may be made without the sanction of the Provincial Government. Proposals for such alterations shall be submitted, in the form outlined in Appendix 1.10,

by Superintendents of Police, through the District Magistrate to the Deputy Inspector-General of the range. The latter, after the necessary scrutiny, and after recording his opinion on the proposal, shall forward it to the Inspector-General of Police through the Commissioner of the division.

1.11. Changes in distribution. - Temporary changes in the disposition of the police force within a district may be made by Superintendents with the concurrence of the District Magistrate, but no permanent alterations shall be made without the previous sanction of the Inspector-General. Any temporary changes made under the authority of this rule shall be reported unofficially to the Deputy Inspector-General through the channel of the weekly diary of the Superintendent of Police (Rule 21.9).

1.12. Powers of Sub-Inspectors. - Sub Inspectors in charge of police stations exercise all the powers of an officer in-charge of a police station. Additional Sub-Inspectors in police stations may be deputed by the officer in charge under section 157, Code of Criminal Procedure, or any sub-inspector by superior officers in virtue of the powers granted under section 551, Code of Criminal Procedure, to investigate cases and such offices then have the powers to investigate, which are granted under Chapter XIV, Code of Criminal Procedure, to any officer making an investigation under that chapter. Sub- Inspectors, and officers junior to sub-inspector, may arrest under the orders of the officer in-charge of a police station under section 55, Code of Criminal Procedure, the persons detailed in that section.

The definition of "officer in-charge of a police station," in section 4(1)(p), Code of Criminal Procedure, empowers other police officers, in certain circumstances, to exercise the powers of such an officer.

The powers of sub-inspectors, who are not officers in charge of police stations, and junior officers, in dealing with unlawful assemblies, are explained in Rule 14.56(3).

1.13. Classes and ranks of police officers. - The expression "gazetted police officer" is applied to police officers appointed under Section 4, Act V of 1861, and includes the Inspector-General, Deputy Inspectors-General, Assistant Inspectors-General, Superintendents, Assistant Superintendents and Deputy Superintendents.

The expression "enrolled police officer" is applied to police officers appointed under section 7, Act V of 1861, and includes inspectors, sergeants, sub-inspectors, assistant sub-inspectors, head constables and constables.

The expression "upper subordinate" includes all enrolled police officers of and above the rank of assistant sub-inspector.

The expression "lower subordinate" includes all other enrolled police officers.

PART II

Relations Between Police and Magistrates

1.14. The Commissioner. - The Commissioner exercises through his District Magistrates a general control over the administration of his division in criminal as in other matters, and is specially responsible for the maintenance of co-operation between the police and the magistracy and of cordial relations with the police officials of Indian States on the border. He is expected to give attention to special reports and measures for dealing with special types crime, the working of the Criminal Tribes Act, the location of additional police quartered in disturbed areas and the work of the prosecuting agency.

It is the duty of the Deputy Inspector-General of the range to keep the Commissioner of

the division fully informed of all matters of importance concerning the efficiency of the police and the state of crime.

1.15. The District Magistrate. - The District Magistrate is the head of the criminal administration of the district, and the police force is the instrument provided by Government to enable him to enforce his authority and fulfil his responsibility for the maintenance of law and order. The police force in a district is, therefore, placed by law under the general control and direction of the District Magistrate who is responsible that it carries out its duties in such a manner that effective protection is afforded to the public against lawlessness and disorder.

In the exercise of this control the District Magistrate is required to inspect police stations. He shall exercise no executive authority in matters which concern solely the internal administration and training of the force, or in questions of discipline as between police officers and their departmental superiors, but his general control extends to all other matters. In all that affects the relations between the police and public or the keeping of the public peace, the District Magistrate must be consulted and his orders complied with.

He may (a) require the Superintendent to furnish him with any documents relating to the conduct of any subordinate enrolled police officer in any case in which the conduct or character of such police officer is likely to affect his dealings with the public or the prevention and detection of crime; (b) direct the Superintendent to enquire into any allegation of misconduct or neglect of duty on the part of any subordinate enrolled police officer in any case in which such misconduct or neglect of duty affects, or is likely to affect, such officer's dealings with the public, or the prevention and detection of crime, and to submit the record to superior police authority; and (c) direct the Superintendent to furnish information on any matter connected with crime, the criminal classes, the prevention of disorder or the distribution of the police force, or on any other matter not connected solely with the internal administration of the force.

In exercising his powers of control, the District Magistrate should avoid doing anything to weaken the authority of the Superintendent. All communications between the District Magistrate and the police shall, whenever possible, be conveyed through, and all instructions and orders to them shall similarly be issued from, the Superintendent.

Note:- The above rule covers the position of District Magistrates in relation to the railway police. The District Magistrate has no departmental authority over such police, but his responsibility for the criminal administration of his district includes that portion of the railway police jurisdiction which lies within it. He has, therefore, the same authority to call for information and to inspect police stations which he has in respect of the district police, and the same interest in the prevention, detection and prosecution of railway crime as in the case of district crime.

1.16. Duties of Superintendent towards District Magistrate. - The primary duty of the Superintendent of Police is to afford the District Magistrate the utmost possible assistance, both himself and through the police force under his command in the preservation of the peace and the prevention or detection of crime. He shall keep in close and constant personal touch with the District Magistrate and shall keep him fully and promptly informed, both by personal conference and by written reports, of all matters relating to crime and public order. While it is his duty to initiate action by the police in such matters, he must keep the District Magistrate informed and be guided by his orders.

The Superintendent of Police shall keep the District Magistrate informed of his movements generally when away from headquarters, and shall conform to his wishes should the District Magistrate, for reasons connected with the criminal administration of the district, require the Superintendent of Police to proceed to any place in the District or to remain at headquarters at any time.

1.17. Authority of District Magistrate in regard to posting etc. - All postings, removals and transfers of officers incharge of police stations within a district, shall be made by the Superintendent with the approval of the District Magistrate.

If the District Magistrate considers the presence of a police officer of or below the rank of sub-inspector prejudicial to the welfare of the locality in which he is posted, he may direct his transfer elsewhere within the district. In the case of dissatisfaction with the work or conduct of officers above the rank of sub-inspector, District Magistrates shall communicate their complaint to the Deputy Inspector-General of the range.

1.18. Sub-divisional and sub-ordinate magistrates - authority of. - The authority of a sub-divisional or a sub-ordinate magistrate over the police is strictly limited to the powers given him by law in the exercise of his judicial functions. Any adverse comments on the proceedings of the police, which he may make, shall be communicated to the Superintendent through the District Magistrate. Similarly, if he considers that any police officer should be called on to explain his conduct, he shall report the facts of the case to the District Magistrate, who will take such action as he considers necessary.

1.19. Sub-divisional and sub-ordinate magistrates - Co-operation with. - Sub-divisional and subordinate Magistrates are held strictly responsible, under the control of the District Magistrate, for the maintenance, of the peace of the area which is made over to their charge; though they have no extra-judicial authority over the police, they are not merely judges. The law gives them many more powers than those required for hearing cases, and they are interested in every crime in their jurisdiction from the moment of its commission. The maintenance of law and order and the suppression of crime depend upon the joint efforts of the public, the magistracy and the police, and not upon the energy of any one of these alone. The most intimate and friendly co-operation between the police and the magistracy as a whole, and between particular magistrates and the police stationed in the area of their jurisdiction, is essential. Superintendents of Police must encourage such co-operation by every means and must sternly check all contrary tendencies. Gazetted officers and upper subordinates should cultivate friendly personal relations with all magistrates with whom their work brings them in contact, and every opportunity should be taken to keep magistrates informed of the state of crime in their *ilaqas*. Conferences between magistrates and police officers, at which difficulties on either side can be discussed and remedies devised, should be encouraged; police officers coming in with *chalans* should frequently take the opportunity of obtaining an interview with the *ilaqa* Magistrate and discussing with him the state of crime in their jurisdictions; and prosecuting officers, who form a valuable link between the investigating officer and the magistracy, should be instructed to pass on to magistrates any information of interest of importance regarding criminal matters of which they may be aware. (See also rule 21.1 and 21.2)

Note :- The remarks of the Indian Police Commission, 1902-03, on the subject of relations between the police and magistrates are published as Appendix 1.19.

1.20. Rights of sub-divisional and subordinate magistrates to inspect police records. - Sub-divisional and subordinate magistrates are not authorized to inspect police stations or to record remarks or criticisms in inspection books: provided that the District Magistrate, with the concurrence of the Deputy Inspector-General, may permit a Sub-divisional Magistrate, who is a senior Assistant Commissioner, to make such inspections, and to record his remarks in the inspection book. A Sub-divisional, or *Ilaqa* Magistrate, may, however, in his executive capacity, call for any of the records and registers which deal with crime from a police station, and may request the officer incharge of police station, to come to him and explain them. The orders of Government regulating the production of police records in courts of law are contained in rule 27.24.

1.21. Police to obey all orders issued in a judicial capacity. - The Police shall obey and execute all lawful orders issued to them by judicial officers in the exercise of the powers conferred on them by law.

APPENDIX No. 1.10

Form Of Gazette Notification Altering Police Station Jurisdiction

1. No change in the jurisdictions of police stations is effective till a Gazette notification has been published by the Provincial Government in form similar to the following. In cases where the boundaries of *zails* are unaffected to the schedule and notification should be amended to omit reference to *zails* :-

* * * * *

The Governor in Council is pleased, under the provisions of clause (5) of sub-section (1) of section 4 of the Code of Criminal Procedure, to direct the transfer of the villages enumerated in column 3 of the sub-joined schedule, and situated in the *zails* mentioned in column 2, from the local areas of the police station mentioned in column 4 of the local area of the police stations mentioned in column 5 thereof, with effect from the date of issue of this notification :-

SCHEDULE

1	2	3	4	5
Serial No.	Name of zail	Name of villages contained in zail specified in column 2	Police stations in which heretofore included	Police station to which transferred by this notification

2. Recommendations for alterations in police station jurisdictions shall be supported by the following information :-

(a) A map on which the proposed alterations are clearly marked.

(b) A statement showing the crime for the past three years of the police stations affected, with an explanation of the effect on these figures of the changes proposed.

(c) A statement showing area and population of the police stations affected, as before and after the proposed change.

3.. In framing such proposals the main objects should be to secure an even and manageable distribution of crime between police stations; to make the distribution of villages conform to indigenous or natural groupings of population, and to secure accessibility between the Police Station and its villages and between the police station and the court of the magistrate in charge of the jurisdiction. Except for good reasons the boundaries of police stations should not cut across the boundaries of *zails*.

APPENDIX No. 1.19

EXTRACT FROM THE REPORT OF THE INDIAN POLICE COMMISSION, 1902-03.

124. * * * * * * *

This is the connection which the law intends to exist between the magistrate empowered to take cognizance of police cases and the police. It involves the first information being sent to this magistrate, his being able to watch the case from the first, to order investigation where the police are not investigating, or to proceed to take up the case himself, and his being kept in touch with the police investigation up to the very last. His connection with the case is intended to begin with the first information and to continue to the end; throughout he is intended to exercise an intelligent interest in it. These provisions are very generally lost sight of. The intention of the law is defeated when the first information is sent, not as required by section 157 of the magistrate having jurisdiction, but

nominally to the District Magistrate, really to a prosecuting inspector or other official at headquarters, who files it until the case is sent up finally for trial. It is also defeated when the magistrate assumes what he imagines to be a judicial attitude, and never looks at a paper or takes any interest in the case until it come before him in court, and proceeds to dispose of it with regard only to what is put before him by the parties without any effort to do what more he can to arrive at the truth. A valuable check on police work and valuable powers in criminal administration are thus lost.

125. The intention of the law is that the police and the magistracy should work together, the former investigating the case for the magistrate, and the latter conducting the magesterial enquiry or trial, weighing the evidence collected by the police, sifting further any points that have been missed or inadequately treated, hearing all that the accused has to say or adduce on his own behalf, and deciding the case in the interest of truth and justice.

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126. * * * * *

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The courts should be encouraged to take notice of any misconduct on the part of a police officer, or of any reasonable suspicion that he has been guilty of such misconduct. Unless such misconduct is established after hearing any explanation the police officer concerned may have to offer, or unless reference to it is necessary for the elucidation of the case, it is only just to him that no notice of it should be taken in the judgment; but a separate note should be at one forwarded to the District Magistrate, who should pay due attention to it, conducting by competent and impartial agency any enquiry that may be necessary, and absolving from blame any police officer who may after all be found innocent of fault, but taking adequate notice of any misconduct that may be established.

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Note:- The principles enunciated in the concluding portion of the above quotation have been accepted by the local Government and are embodied in Chief Court Circular No. 7-3482-G of 19th September, 1903, which reads as follows :-

Chief Court Circular No. 7-3482-G, dated the 19th September, 1903.

Dated Lahore, the 19th September, 1903.

To

All Sessions Judges, District Magistrates and Subordinate Criminal Courts in the Punjab.

The attention of the presiding officers of all criminal courts is called to the following extract from the proceedings of His Honour the Lieutenant - Governor of the Punjab in the Home (Police) Department, No. 1632-S., dated 30th August, 1903 :-

"The Lieutenant-Governor agrees with the Inspector General of Police that it is undesirable for magistrates to make remarks in criminal cases censuring the action of police officers unless such remarks are strictly relevant to the case and the officers concerned have had an opportunity of explaining their action. If remarks to which exception can be taken come to the notice of the Inspector-General of Police, they should be referred for the orders of the Lieutenant-Governor, who will invite the attention of the Hon'ble Judges of the Chief Court to any case in which action can appropriately be taken."

The Hon'ble Judges trust that all courts will be careful in future to observe the rule laid down in these remarks. District Magistrates should themselves take whatever action seems desirable in any case coming to their notice in which the spirit of the rule has been infringed by any court subordinate to them.

CHAPTER 2

Establishments

PART I

PERMANENT ESTABLISHMENT

2.1. Permanent establishment how fixed. - The permanent establishment of a district is fixed on a careful calculation of the actual number of men required for fixed duties *plus* the percentage approved by Government as a reserve to provide for casualties and training in the various ranks. The establishment of each district is shown in a distribution statement on Form 2.1, issued by the Inspector-General.

2.2. Fixed duties.

(1) The term "fixed duties" includes :-

A. Cantonment and city police.

B. Rural police stations and their subordinate posts.

C. Headquarter establishment; guards; escorts; specialists (e.g., traffic staff); armed reserves, and mounted police.

D. Office and court duties.

(2) Under division A the establishment required shall be calculated separately for (1) the investigation and stationhouse staff (2) the watch and ward staff. No general scale can be laid down. In calculating the investigation and stationhouse strength the principles by which the strength of rural police stations is fixed (sub-rule 3 below) shall be followed as far as possible, but additional provision will frequently be necessary for duties such as telephone orderlies, extra clerical staff, detective staff, a permanent lock-up guard, etc. In estimating the beat staff it is necessary to plot out on a map after close study of local conditions, the number of fixed points (other than special traffic points) day and night beats, and patrols required for each town or cantonment. Careful consideration shall be given to economizing men by providing intermittent patrols instead of fixed points of beats, and by providing means of locomotion to enable a few men to cover a considerable area, wherever possible. When the number of beats, etc. has been fixed, the establishment necessary to furnish them shall be calculated on the basis of every man performing eight hours duty in each period of twenty- four hours. On this basis, the necessary calculations can be made for, and rotation of duties fixed between, day and night duties, duties lasting throughout the twenty-four and intermittent duties. Supervision over the watch and ward staff shall be provided at the rate of 1 head constable to every 10 constables; 1 assistant sub-inspector to every 5 head constables and 1 sub-inspector to every 100 constables. No ratio between police and population is prescribed, except that in the case of towns with a population of over 30,000 the total strength of police for watch and ward should not ordinarily exceed one constable to every 450 inhabitants. In each case local conditions, such as the volume of commercial activity, the importance and frequency of fairs and festivals, the general criminality of the neighbourhood and the like must be considered.

(3) The strength of rural police stations (division B) is based mainly on the incidence of crime. A normal police station is held to be one registering an average of seventy-five cases a year. For such a police station the minimum staff shall be 1 sub-inspector, 1 assistant sub-inspector, 1 head constable (clerk) and 12 foot constables. In police stations, where crime is very light the number of constables may be reduced to ten. For every fifty cases above the normal figure shown to be the annual average of a police station, the staff shall be increased by 1 assistant sub-inspector and 2 constables. This standard calculation

may be varied for adequate reasons in special cases. The staff of outposts shall be calculated strictly in accordance with the duty it is required to perform.

(4) In division C, headquarter establishment shall be calculated in exact detail of authorised posts to be filled. Under this heading shall be included all enrolled personnel of the Lines establishment, instructors, orderlies, of all descriptions, and upper subordinates, who do not come under any other division. Guards shall be calculated at the actual strength required to form each guard, four constables being allotted to each sentry post, the number of constables allotted to each sentry post being fixed in accordance with rule 18.5(5), and a second head constable being provided for each guard which furnishes more than two sentries. The strength required for escorts shall be calculated on the scales laid down in Chapter XVIII in relation to the average demands in the district for treasure and prisoners escorts, other than the escorting of under-trial prisoners to and from the courts. Provision may be made, if necessary, for escorts at sub-divisions as well as at headquarters. The staff of specialists shall include the special detective staff or traffic staff and such other personnel as may be authorized for particular duties not included in any other division. The strength required for traffic duties shall be calculated on the lines prescribed in sub-rule (2) above for watch and ward duties; other special staff shall be calculated in strict accordance with actual duties to be performed.

(5) Court and office duties (division D) shall be calculated according to the actual number of posts to be filled both at district headquarters and at sub- divisions and other magisterial headquarters on the scale prescribed by Police Rules or other competent authority. In addition, establishment shall be provided, on the scale prescribed in Chapter XVIII and on the basis of the average daily number, for the escort of under-trial prisoners to and from the courts, and the guarding of such prisoners in court, at district headquarters and all other places where such escorts are permanently required.

(6) In the calculation of fixed duties no provision shall be made for reserves, or for reliefs otherwise than as provided in the foregoing sub- rules. Deficiencies in strength of short duration shall be met by curtailment of duties; those of longer duration caused by leave; other than casual leave, resignations, etc., shall be made good from the reserves referred to in rule 2.3 below.

2.3. Reserves. - Reserves in the various ranks are fixed to provide for casualties and training. Reserves in the ranks of gazetted officers are included in the cadres, as fixed by the Secretary of the State and Government of India. The reserve in the rank of sergeants is fixed at 10 per cent. of the sanctioned number of European inspectors and sergeants; that in the rank of sub-inspectors at 15 per cent of the sanctioned number of Indian inspectors and sub-inspectors; that in the rank of head constable at 14 per cent. of the sanctioned number of assistant sub-inspectors and head constables and that in the rank of constable at 16.5 per cent. of the number of constables sanctioned for fixed duties. The strength of armed reserves and mounted police is fixed for each district in accordance with the orders of the Provincial Government.

2.4. Authorized duties. - In calculating establishments every duty for which proper authority exists shall be included, and authority shall be obtained from the Inspector General for any duty the necessity of which can be established, if it is not already authorized. Police shall on no account be supplied, except as provided in rule 2.16 or for other emergent and purely temporary occasions, for duties which are not so authorized.

2.5. Permanent additions to the ordinary force. - All proposals for the revision of establishment shall be submitted officially through (1) the District Magistrate, (2) Deputy Inspector-General of Police, (3) Commissioner and (4) the Inspector-General of Police of the orders of Government. A proposition statement in Civil Account Form No. 5 shall be submitted in cases which relate to a general revision of establishment or which cannot be

set out clearly without it. Proposals for minor changes in establishment are required to be accompanied only by statements showing the increase or reduction in the annual cost, which the proposal involves.

2.6. Method of submitting proposals. - Proposals shall be accompanied by a copy of the distribution statement - Form 2.1 and a concise and comprehensive statement showing the object of the proposed revision and the date from which it is intended that it shall have effect. Whenever the figures for the reserve represent less than the percentages prescribed in rule 2.3 calculated on the revised establishment, application shall be made for the necessary increase to bring up the reserve to the authorized scale. In the case of proposals for the reduction of establishment, reserves shall be similarly adjusted. The channel of submission shall be as in rule 2.5 above.

(2) Proposals affecting upper and lower subordinates shall be submitted on separate forms.

2.7. Initial and annual charges. - In all applications for revision of establishment due provision shall be made for initial charges of Rs. 200 in the case of each upper subordinate and Rs. 10 in case of each lower subordinate on account of clothing; and Rs. 15 on account of beds and boxes in the case of each lower subordinate added to the strength. Provision shall further be made for the following annual charges :-

(1) Clothing allowance, at Rs 25 for each upper subordinate and Rs 8 for each head constable and constable.

(2) Equipment allowance at Rs 2 for each head constable and constable.

(3) Horse equipment allowance, at Rs 7 for each mounted head constable and constable.

(4) Rewards, at Re 1 for each enrolled police officer.

(5) Other contingent expenditure at 10 per cent on the salary of the proposed establishment.

(6) Other necessary incidental expenditure, *e.g.* rent of quarters, as in the case of the railway police.

2.8. Calculating rates of pay and grades. - In calculating the cost of proposed revisions of establishment the pay of appointments shall be estimated at the mean rate of pay of the time-scale of the rank concerned. In the case of ranks for which selection grades are authorized such proportion of proposed new appointments shall be shown in each of such grades as may be required to maintain the authorized percentages thereof. In the case of proposals for reduction of establishment similar adjustments shall be made. The allotment of posts to selection grades shall be made in district offices for the rank of constable, in range offices for the rank of sub-inspectors and in the Central Police Office for other ranks.

PART II

ADDITIONAL POLICE

2.9. Additional Police under sections 13 and 14. - Sections 13 and 14 of the Police Act V of 1861, regulate the employment of police officers at the cost of individuals, and the appointment of police forces in the neighbourhood of railways and other works. Such police are designated "Additional Police", whether extra policemen in excess of the regular establishment are enlisted or not.

(2) If extra men are enlisted they shall be deemed part of the district police force and

shall, if suitable and eligible, be absorbed in the regular establishment as vacancies occur, being replaced by new enlistments, who are subject to discharge on reduction of the additional police.

(3) Superintendents are required to give early information to Deputy Inspectors-General of their inability to provide for additional police coming under reduction in order that arrangements may be made to absorb them in other districts where vacancies may exist.

2.10. General rules. - Government undertakes no responsibility in respect of persons or property protected by additional police, neither shall police officers be deemed responsible for the contents of buildings, boxes and the like committed to their charge.

(2) Additional police shall not be supplied to guard or escort treasure or valuable property unless proper arrangements to the satisfaction of the Superintendent are made for its safety, neither shall they be supplied for the protection of buildings, boxes and the like, which are not securely locked or fastened.

(3) The duties of the police in regard to the protection of property shall be confined to the watching of outer locks and fastenings and to the prevention of unauthorized access to them. The keys of locks shall not be entrusted to the police.

(4) Whenever additional police are supplied the Superintendent shall ensure that proper accommodation is provided by the applicant.

(5) They shall be furnished for police duties only, and in such number as the Superintendent may deem necessary in regard to the duties to be performed, and the Superintendent shall at the same time arrange to recover the cost as laid down in Chapter X and bills shall be prepared in Form 10.21.

2.11. Additional police supplied to private persons or corporate bodies. - (1) Additional police applied for by private persons, corporate bodies, or commercial companies, shall be supplied or not at the discretion of the Superintendent, subject to the general directions of the magistrate of the district. Applications shall be made in Form 2.11(1) A or B according to the purpose for which they are required.

If necessary, extra police shall be enrolled for this purpose.

(2) Additional police may not be given under this rule without payment in full and in advance.

2.12. Requisite police arrangements to be made at all times. - (1) Whenever police arrangements are necessary in the interests of law and order, or to maintain the public peace, police must be supplied in such numbers as the Superintendent of Police shall consider sufficient, irrespective of whether a private application has been submitted.

2.13. Supply of police under section 13. - (1) When police arrangements are required for the maintenance of order, and protection of property on behalf of the promoters of private gatherings or entertainments, such as marriages, social functions, race meetings, etc., such promoters shall be invited to apply in Form 2.11(1) A or B for additional police at their own cost under section 13 of the Police Act. If the Superintendent of Police, after consulting the District Magistrate if necessary, considers such additional police necessary over and above such force of police as he may consider sufficient on public grounds under rule 2.12 above, he shall recover from the applicant charges on the scale given in sub-rule (2) below, and shall supply police accordingly. Bills shall be prepared in Form 10.21.

(2) The scale of charges referred to above is as follows :-

Rs.	A.	P.

Inspectors	17	0	0	per day of five hours or per night of four hours.
Sub-Inspector	9	0	0	Ditto
Assistant Sub-Inspector	5	0	0	Ditto
Head Constable	4	0	0	Ditto
Foot Constable	3	0	0	Ditto

If the duty lasts more than five hours per day or four hours per night, relief will be provided and double rates charged.

(3) All sums recovered under this Rule shall be credited to the head XXIII - police collection of payments for services rendered, receipt on account of additional police under sections 13, 14 and 15 of Police Act 5 of 1861 and at the end of the month, recovery shall be made from the treasury on special additional police pay bills for disbursement to the actual police officers, in accordance with the principles laid down in Inspector-General's letter No. 106-S/95-4-B-27-A, dated the 31st May, 1928, namely that remuneration shall only be given when the extra duties performed involve less than 24 hours' absence from normal duty. Thus if a constable is deputed to attend a private function, such as a wedding, which involves his absence from normal duty throughout the whole of one working day, say from sunrise to midnight, he will be considered as having performed over-time duty and will be entitled to extra remuneration, but should the duty involve his absence from sunrise to sunset of the following day, he will not be considered as on over-time duty and will be entitled to no remuneration in addition to his pay. Superintendents may, however, use their discretion in dealing with cases in which, in their opinion, the 24-hour rule cannot in fairness be applied.

(4) In deciding when to supply police at the public expense, and when to charge the promoters of a particular function, Superintendents shall be guided by the general principle that the regular police establishment is required to perform all the duties of maintaining public order, which fall within scope of section 31 of the Police Act. When special arrangements are necessary or desired over and above those which the general public interests demand, the person or persons responsible for the assembly concerned should pay for additional police. The law does not permit of compulsion being exercised in this matter, but Superintendents may tender their advice and indicate that no more police than are necessary to prevent obstruction to the general public will be provided unless paid for.

Note:- Government has ordered that "if any sect requires, in religious processions organized by them, the assistance of the police to maintain order, to such an extent as to necessitate extra expenditure by bringing a larger police force together, or otherwise, the cost should invariably be charged to the persons requiring the extra police protection and the same should be paid before the procession is allowed to take place" (Home Department No. 1073 of 14th March, 1878). This order does not mean that charges shall be levied for the supply of police to processions of ancient and regularly exercised custom in cases where the supply is not in excess of that given for a series of years, and the practice has been to give such supply for a long period without charge.

2.14. Supply of police under section 14. - Cases coming within the scope of section 14 of the Police Act, 1861, must be referred through (1) District Magistrate, (2) Deputy Inspector-General of Police, and (3) Commissioner, to the Inspector-General of Police for orders.

2.15. Supply of police free of charge in emergencies. - Superintendents may at their discretion supply additional police to departments and officers of Government from the regular police establishment in cases of emergency and for duties of a strictly temporary and non-recurrent nature without charge.

2.16. Entertainment of and charges for extra establishments. - If the police are required for any lengthy period, application shall be made to the Inspector-General for the

entertainment of extra men with the sanction of the Provincial Government. The charges for additional police so supplied, when permission is given to entertain extra men, shall be in accordance with the rules in Chapter X except that no charge shall be made for pensions.

2.16A. Payment of the extra cost of Police employed at fairs managed by local bodies. - Ordinarily the cost of police deputed for duty at fairs managed by local bodies is met from provincial revenues, but in the case of important fairs which bring in a profit of Rs. 5000 or more, the travelling allowance of the police employed and the cost of temporary accommodation and transport, etc., but not the pay, shall be recovered from the local body concerned.

In the case of such fairs managed by District Boards the Superintendent of Police shall recover the amount in direct communication with the District Board concerned. District Boards can meet such charges under clause (a) of sub-section 2 of section 37 of the Punjab District Boards' Act, 1883.

In the case of fairs managed by Municipal Committees, the Superintendent of Police shall submit a detail of such charges to the Inspector-General of Police who will arrange for their recovery through the Ministry of Local Self-Government under clause (d) of sub-section (1) of section 52 of the Punjab Municipal Act, 1911. All sums recovered on this account will be credited to Government under the head "XXIII-Police-Collection of payments for services rendered."

2.17. Additional police under section 15. - (1) Section 15 of the Police Act, 1861, regulates the quartering of police in disturbed or dangerous tracts. The orders contained in sub-rules 2.9(2) and (3) apply to them.

(2) Applications for the location of such police shall be made in Form 2.17(2). The Superintendent making the application shall see that the information required by the form is filled in and shall submit it to the Inspector-General through (1) District Magistrate, (2) Deputy Inspector- General, and (3) Commissioner, for the orders of Government.

Note:- Application for the exemption of *individuals* (as opposed to classes) from payment of additional police tax need not be submitted to Government through Commissioners of Divisions.

2.18. Particulars to be given in application. - (1) Application for the location of police in disturbed or dangerous tracts shall be accompanied by -

(a) Accurate details, as required by the form, of the population, financial resources, criminality, etc. of the villagers concerned, and the detailed proposed on account of police. In the case of proposals including several villages, the statistics of each shall be given separately.

(b) particulars of individuals or classes of inhabitants, if any, whom it is proposed to exempt, with reasons for such exemption.

(c) the tehsildar's report as to the ability of the community concerned to bear the charge.

(d) A full explanation of the grounds for the proposal and the manner in which it is proposed to employ the police asked for. When the proposal affects several villages the explanation should make clear the grounds for including each.

(2) The strength of the police proposed shall in all cases be sufficient to secure objects aimed at in the proposal, and provision shall be made for an officer in command of the detachment of sufficient status to exercise adequate control. If the financial capacity of the community is insufficient to pay for a force which can exercise effective control, other

methods such as action under the preventive sections of the law or under the Criminal Tribes Act must be resorted to.

2.19. Location of additional police under section 15. - When a notification appears in the *Punjab Gazette* ordering the location of an additional police post in a disturbed or dangerous area, the Superintendent concerned shall, on receipt of such gazette, take immediate measures for the establishment of such post, and shall report to the Inspector-General, the date on which it is established, sending copy to the District Magistrate concerned.

2.20. Rules for additional police posts. - (1) The Superintendent shall frame rules for the guidance of the additional police, with special reference to the object for which they are located, and shall define the local area of the post. Such rules shall be submitted through the District Magistrate to the Deputy Inspector-General of Police for approval.

(2) An additional police post shall be considered an outpost subordinate to the police station in the jurisdiction of which it is situated.

2.21. Continuance of additional police posts. - (1) Recommendations for the continuance of an additional police post for a further period shall be submitted in Form 2.21(1) through the channel prescribed in sub-rule 2.17(2), so as to reach the Deputy Inspector-General at least two months before the date when sanction for the post is due to expire.

(2) Full reasons for the continuance of the post shall be given, and a note of all crime committed within the jurisdiction since its establishment shall be included.

2.22. Additional police reserves. - (1) The parties charged with the cost of additional police enrolled under sections 13, 14 or 15, Act V of 1861, must also pay the cost of a reserve calculated at one-sixth of the number of constables required for fixed duties. This charge enables a reserve to be maintained against casualties in the additional police, which would otherwise throw an undue burden on the contingency reserves of the regular force.

(2) A reserve equal to one-sixth of the total number of additional police constables sanctioned in each district from time to time shall be enrolled and kept at the headquarters of the district. This reserve must be increased or reduced proportionately to increases and decreases in the strength of additional police.

(3) Deputy Inspectors-General are authorized to control the additional police reserves of all districts in their ranges, utilizing reduced in one district to meet increases in another, or providing trained men for newly sanctioned additional police detachments by transfer from reserves of other districts, the men so transferred being replaced by new enrolments in their district.

(4) Deputy Inspector-General shall arrange for a careful check in their offices of impending fluctuations, and no reduction of additional police reserves shall be carried out by Superintendents without prior reference to the Deputy Inspector-General.

(5) When a force of additional police is enrolled for a short time or is so small that a reserve is unnecessary, no reserve constable shall be enrolled and the surcharge of one-sixth shall not be made.

2.23. Extra kits for additional police. - The Deputy Inspector-General may sanction a fixed number of extra kits and sufficient equipment to be permanently maintained in each district for additional police. Expenditure under this rule shall be charged to the Clothing and Equipment Fund.

2.24. ***Thikri pahra* and special police under section 17**. - In any village in which crime is prevalent the Superintendent of Police may approach the District Magistrate to introduce the provisions of the Village Patrol Act No. VIII of 1918. It must be borne in mind, however, that *Thikri Pahra* is essentially an emergency as opposed to an every day routine measure. When imposed on villagers as a continuous routine it becomes irksome and is consequently perfunctorily performed. The compulsory provisions of Punjab Act VIII should only be employed as a last resource.

(2) When in any place or part of a district conditions exist or are apprehended such as are described in section 17, Act V of 1861, the Superintendent of Police shall approach the District Magistrate for the appointment of special police under that section.

(3) Non-officials employed for purposes of maintaining order and on the duties of special police shall ordinarily be enrolled under section 17, Act V of 1861, but, where a sudden crisis renders recourse to assistance from the ordinary civil population a matter of immediate necessity in the public interest, the aid of respectable and trustworthy persons may be enlisted forthwith in the maintenance of law and order without enrolment, if the danger and urgency of the situation, in the opinion of the District Magistrate, justifies their employment without the formality of enrolment.

The rules regarding enrolment, discipline etc., of such special police are given in Appendix No. 2.24(3).

APPENDIX No. 2.24(3)

Rules For The Enrolment And Employment Of Special Police Officers

1. When the entertainment of special police officers becomes necessary, or desirable, efforts should be made to appoint volunteers under section 17 of the Police Act (V of 1861) up to the number and in the various ranks required. No unwilling person should be appointed unless sufficient volunteers cannot be found.

2. Under section 17 of Act V of 1861, residents of a disturbed area may be appointed special police officers of any rank, but no such police officer shall be appointed to a rank equal to that of the senior officer of the regular police present on the spot.

3. Special police officers shall be subordinate to, and be under the orders of, the senior officer of the regular police present on the spot.

4. Special police officers should ordinarily be chosen from among the respectable, loyal, and influential persons of the neighbourhood whose authority is likely to be respected by the masses and who are likely to use their influence to prevent disturbances. It is not desirable to choose ring- leaders of contentious factions unless such ring-leaders are really influential persons and in no case should a special police officer be appointed as a punitive measure.

5. When special police officers are appointed, the more influential and useful from amongst them may be appointed to senior rank above the others, and be required to enforce discipline as laid down in police rules among the special police officers appointed under their command.

6. Whenever possible special police officers of good social standing should be encouraged to bring with them their tenants and defendants, who will ordinarily be enrolled as special police officers of the lower subordinate grades, a post being given to the special police officer through whose agency the lower subordinates are enrolled, subject to the provisions of rule 2 foregoing.

7. Special police officers of the lower subordinate ranks will ordinarily be armed with batons or lathis at the discretion of the Superintendent of Police.

8. An armlet or brassard with the letters S.P. and a Serial No. should be issued to such police officer other than those appointed to rank as upper subordinates.

Note:- Special police officers of the rank of upper subordinate may, with advantage, be given a Sam Browne belt with a revolver or sword if such articles are available.

9. A special police officer of the rank of upper subordinate will be entitled to receive all courtesies due to an officer of his rank, but his authority will extend only to special police officers under his orders and not to officers of the regular police. Influential persons of superior social standing who may be enrolled, should, as a rule, be employed on staff and supervising duties and given relatively higher rank than others of lower status similarly enrolled. Such persons should not have menial or unreasonable duties assigned to them, but the object should be to employ them in the manner best suited to make their personal influence effective.

10. *Discipline* - The requirements in this respect should usually be light. Any conditions of the office which might be regarded by local residents as offensive and unnecessarily irksome should not be insisted on. Physical drill, for instance, would in most cases be inappropriate and the saluting of petty officers unnecessary, while parades or attendance at the police station, when necessary, should be so regulated as to cause as little inconvenience as possible.

11. A copy of sections 17 to 21 inclusive of Police Act (V of 1861) and also a copy of rules relating to the enrolment, etc., of special police officers shall be given to each special police officer as soon after his enrolment as may be possible.

12. Superintendents of Police entertaining special police will arrange for their feeding by the purchase and distribution of food according to the following scale :-

1½ lbs. atta, or in lieu rice 1½ lbs.	4. oz. dhal.
4. oz. fresh meat (or in lieu¾ oz. gur)	½ oz. tea.
½ oz. salt.	2 oz. ghee.
1 oz. gur.	1½ lbs. fuel.

Spices

⅙ oz. Chillies }
⅙ oz. turmeric } or 1½ oz. in all as available
⅙ oz. garlic }

or by cash payment of the cost of these articles at a rate to be notified by the Inspector-General when special police are entertained.

FORM NO. 2.1

POLICE DEPARTMENT _________ DISTRICT.

DISTRIBUTION STATEMENT OF THE ________________ DISTRICT AS SANCTIONED BY INSPECTOR-GENERAL OF POLICE ON____________

1	2	3	4	5	6	7	8	9	10	11	12	13
Serial No.	Name of Police Station or Post or Description of Duty	European Inspectors	Indian Inspectors	Sergeants	Sub-inspectors	Assistant sub-inspectors	Head Constables	Foot constables	Mounted head constables	Mounted constables	Total of all grades	REMARKS
	A CANTONMENT AND CITY POLICE											
1.	City . . . . *(a)* *(b)*											
2.	City . . . . *(a)* *(b)*											
3.	City . . . . *(a)* *(b)*											
4.	Cantonment . . .. *(a)* *(b)*											
	B POLICE STATIONS AND THEIR SUBORDINATE POSTS											
5.	Police Station ..											
6.	Police Post ..											
7.	Police Station ..											
8.	Police Station and so on ..											
9.	Police Station ..											
10.	Police Station ..											
11.	Police Station and so on ..											
	C											
12.	Treasury guard at sadr ..											
13.	Tahsil guard at ..											
14.	Tahsil guard at ..											
15.	Tahsil guard at ..											
16.	Magazine guard ..											

17.	Personal guards* ..											
18.	Lines establishment* ..											
19.	Officers orderlies* ..											
20.	Bicycle orderlies* ..											
21.	Judicial lock-up ..											
22.	Sanctioned for escort or prisoners and treasure ..											
23.	Armed reserve ..											
24.	Sanctioned for other fixed duties+ ..											
25.	Mounted Police (Horse) where sanctioned (Camel) ..											
26.	Traffic Staff ..											
27.	Motor Mobile Patrol Staff ..											
28.	District Inspectors											
29.	Sanction for other fixed duties ..											
	D OFFICE AND COURT DUTIES											
30.	Police office Staff (a) at head-quarters (b) at sub-division											
31.	Court duties (a) at head-quarters (b) at sub-division											
32.	Sanctioned for escort of under-trial prisoners to and from courts											
33.	Total "Fixed Duties" A, B, C and D ..											
34.	Ordinary reserve in the rank of Sergeant at 10 per cent of the number of European inspectors and sergeants sanctioned for fixed duties; in the rank of sub-inspector at 15 per cent of the number of Indian inspectors and sub-inspectors sanctioned for fixed duties, in the rank of head constable at 14 per cent of the number of assistant sub-inspectors and head constables sanctioned for fixed duties and in the rank of constable at 16.5 per cent of the number of constables sanctioned for fixed duties											
35.	Total sanctioned strength of permanent establishment											

*Division A, *(a)* is the investigation, and Station house staff including telephone orderlies detectives, permanent lock-up guards, etc.

(b) is the watch and ward staff.

Note. - All duties of a regular by recurring nature are classed as "Fixed Duties"and should be included under heads A, B, C and D.

*Serial No. 17 - detail. Serial No. 18 - detail. Serial No. 19 - detail. Serial No. - 20 detail. Serial No. 23 - detail.

+ Division A, (a) is the investigation, and Station house staff including telephone orderlies detectives, permanent lock-up guards, etc.

FORM No. 2.5

FOR SPECIMEN SEE FORM NO. 5, CIVIL ACCOUNT CODE

FORM No. 2.11 (1) A

FORM OF APPLICATION FOR POLICE ASSISTANCE AT PUBLIC OR PRIVATE ENTERTAINMENTS AND FUNCTIONS

To

The Superintendent of Police,

____

Dated

DEAR SIR,

I BEG to request that I may be provided with police assistance on the occasion of a __________________ which will take a place at ______________________ on ____________________ between the hours of ____________________ . The number of persons who are expected to attend will be about __________ and the number of vehicles to be handled by the police will be about __________.

I promise to pay for the services of the police supplied according to the scale of charges which has been fixed by the Inspector-General of Police with the approval of the Provincial Government.

Yours faithfully,

Note :- Copies of the scale of charges approved by Government can be obtained on application.

FORM NO. 2.11(1)B

APPLICATION FOR ADDITIONAL POLICE

POLICE DEPARTMENT _________ DISTRICT.

Foil	Counterfoil
No. ( )	No. ( ) Application for additional police required for private persons or corporate bodies
Additional police required for private persons or corpo rate bodies	
District ____________	POLICE OFFICE :
Date _______	Dated __________ 19 .

	Residence--------	This note is to be printed on the back of the counterfoil of the forms printed for actual use.
Name of Applicant -		
Designation -		NOTE FOR INFORMATION OF APPLICANT DUTIES FOR WHICH REQUIRED
Residence -		1. The Police Department invariably consider the application to include protection for the day as well as for the night, unless it is specified to the contrary
For what purposes required -	Designation------------	2. The amount charged will be the amount specified in the accompanying bill.
Strength fixed by police officer -		3. Applicants should give under the following heads particulars of what is to be protected, and should state when and where the police are required, whether they are to be employed at one or more fixed points or whether they are required for occasional escort duties :-
______________ ________		*Building* - Number and position, - whether occupied - whether they contain valuable property, - whether securely fastened.
______________ ________	Name of applicant----	*Work required.* - Description and value of property, whether protection is needed inside as well as outside.
______________ ________		*Stores in deposit.* - Where placed, - description, - value, - how secured.
		Treasure. - Average value, - where placed, - how secured.
______________ ________		*Stores in transit*. - Description, - how carried, - value, - where going, - by what means of transit.
Cost, Rupees See Bill No.		*Miscellaneous property,* - position, - description, - value, - whether in transit or deposit, how secured.

Form No. 2.11(1)B. - CONCLUDED

4. PROPOSED STRENGTH AND COST OF ADDITIONAL POLICE

Serial No.	Strength	Annual cost
		Rs. A. P.
1.	Inspector at Rs. 210 per mensem	..
2.	Sub-inspector at Rs. 95 per mensem	..
3.	Assistant sub-inspector at Rs. 49 per mensem	..
4.	Head Constable at Rs. 35 per mensem	..
5.	Foot Constable . { Selection grade at Rs. 21 per mensem Time scale at Rs. 18 per mensem	
6.	Total pay of establishment	..
7.	Horse, etc., allowance for mounted head constable at Rs.	..
8.	Horse, etc. allowance for mounted constable at Rs.	..
9.	Clothing at Rs. 15 per man	..
10.	Foot equipment at Rs. 5 per man	..
11.	Mounted equipment at Rs. 7 per man	..
12.	Contingencies at $\frac{1}{10}$th of pay of establishment	..
13.	Leave contribution ($12\frac{1}{2}$ per cent) of total (average) pay of establishment, i.e., $\frac{1}{8}$th of total pay of establishment	..
14.	Pension contribution, $8\frac{1}{6}$ per cent of total maximum pay of officers in each rank	..

15.	Conveyance allowance at Rs. per mensem for $\frac{\textit{Inspector}}{\textit{sub–inspector and Assistant sub–inspector}}$	
16.	Grain compensation allowance at Rs. per mensem per man	________
	Total Annual cost	________
17.	Initial charges :-	
	Uniform allowance for Inspector, sub-inspector	..
	and assistant sub-inspector, at Rs. 200 each	..
	Clothing allowance at Rs. 15 per man	..
	Equipment allowance at Rs. 5 per man	..
	Mounted equipment at Rs. 7 per man	..
	Beds and boxes at Rs. 15 per man	________
	Total initial charges	________
	Hutting charges (initial or recurring as the case may be)	________
	Total Annual and Initial Cost	________
	GRAND TOTAL	

Notes :- (1) The hutting charges should be calculated so as to include not only the actual rent paid for the quarters occupied by the police, but also the cost of repairs, white washing and petty alterations to the buildings.

(2) No charge on account of pension is made for police supplied to departments of Government.

(3) For periods of less than 12 months, annual charges for clothing and equipment will be levied on the following scale :-

Less than 1 month	..	No charge
From 1 to 3 months	..	¼ charge
From 3 to 6 months	..	½ charge
From 6 to 9 months	..	¾ charge
From 9 to 12 months	..	Full charge

(4) Initial charges shall only be made when extra police are entertained, and such charges shall be at full rates.

(5) In those cases (for instance, guards supplied to the Imperial Bank of India) in which a fixed number of additional police are supplied throughout the year and the accounts are adjusted monthly, the charges for clothing equipment and rewards shall be calculated at one-twelfth of the annual rates.

FORM No. 2.17(2)

POLICE DEPARTMENT, __________ DISTRICT.

APPLICATIONS FOR THE QUARTERING OF ADDITIONAL POLICE IN DISTURBED OR DANGEROUS AREAS

1. Village __________ , Police Station _____________ , distance and direction from Police Station __________ , land revenue Rs. ________ Canal rates Rs. __________ , Population $\frac{Male}{Female}$ _____________ , Court ______________ house __________ , Patwar Khana __________ , post office.

2. Figures showing criminality of village __________ .

   (a) Number and description of offences committed in the village during the last three years - (*vide* register No. 1).

   (b) Number and description of offences traced to the village during the last three years. For definition of words "cases traced to the village" see rule 22.59(1).

(c) Number of residents of such village under Police Surveillance (register No. X).

(d) Total number of convictions recorded in register No. IX, Part V, against residents of the village.

(e) Total number of convictions recorded in Register No. IX, Part V within the past three years.

(f) Percentage of convictions column (d) to population.

3. Additional police posts located in the district during the past three years.

Village ________________________ From __________ to __________ .

4. Proposed strength, cost and period of location of the additional police post :-

Serial No.	Strength	Annual cost
		Rs. A. P.
1.	Inspector at Rs. 210 per mensem	..
2.	Sub-inspector at Rs. 95 per mensem	..
3.	Assistant sub-inspector at Rs. 49 per mensem	..
4.	Head Constable at Rs. 35 per mensem	..
5.	Foot Constable { Selection grade at Rs. 21 per mensem; Time scale at Rs. 18 per mensem	
6.	Total pay of establishment	..
7.	Horse, etc., allowance for mounted head constable at Rs.	..
8.	Horse, etc. allowance for mounted constable at Rs.	..
9.	Clothing at Rs. 15 per man	..
10.	Foot equipment at Rs. 5 per man	..
11.	Mounted equipment at Rs. 7 per man	..
12.	Contingencies at 1/10th of pay of establishment	..
13.	Leave contribution (12½ per cent) of total (average) pay of establishment, i.e., 1/8th of total pay of establishment	..
14.	Pension contribution, 8 1/6 per cent of total maximum pay of officers in each rank	..
15.	Conveyance allowance at Rs. per mensem for *Inspector* / *sub–inspector* and *Assistant sub–inspector*	
16.	Grain compensation allowance at Rs. per mensem per man	..
	Total Annual cost	
17.	Initial charges :-	
	Uniform allowance for Inspector, sub-inspector	..
	and assistant sub-inspector, at Rs. 200 each	..
	Clothing allowance at Rs. 15 per man	..
	Equipment allowance at Rs. 5 per man	..
	Mounted equipment at Rs. 7 per man	..
	Beds and boxes at Rs. 15 per man	
	Total initial charges	
	Hutting charges (initial or recurring as the case may be)	
	Total Annual and Initial Cost	
	GRAND TOTAL	

Note :- (1) The hutting charges should be calculated so as to include not only the actual rent paid for the quarters occupied by the police, but also the cost of repairs, whitewashing and petty alterations to the buildings.

(2) For periods of less than 12 months, annual charges for clothing and equipment will be levied on the following scale :-

Less than 1 month	..	No charge
From 1 to 3 months	..	¼ Do
From 3 to 6 months	..	½ Do
From 6 to 9 months	..	¾ Do
From 9 to 12 months	..	Full charge

5. Period for which the post recommended.

6. Opinion of the Tehsildar as to the cost of the post not being excessive in reference to the revenue and prosperity of the village (the description, strength and cost of municipal or village police already existing in the place should be mentioned).

7. Grounds of application -

(To be followed by opinion of District Magistrate, Deputy Inspector General of Police and Commissioner in that order).

FORM NO. 2.21 (1)

APPLICATION FOR THE CONTINUANCE OF ADDITIONAL POST

POLICE DEPARTMENT _______ DISTRICT

Application for the continuance of the additional post established under Gazette Order No. __________ of________.

at the village of in district

commencing on the of 19 .

terminating on the of 19 .

Period of extension proposed .. .. ..

Stength of post proposed .. ..

Cost of proposed post for full period of extension

Report by the Superintendent on the result of the location of the post and statement of the grounds on which it is proposed to continue the post. (After this report and statement, the opinions of the District Magistrate, the Deputy Inspector-General and the Commissioner will be recorded in that order).

CHAPTER 3

Buildings

GENERAL RULES

3.1. References to Government regarding buildings. - All references to Government regarding buildings shall be accompanied by the opinion of the Superintendent concerned, and that of the Deputy Inspector-General.

3.2. Standard designs. - As far as possible the standard design for various buildings as approved by Government, shall be adhered to. Such designs may be obtained for reference from the Public Works Department or from the offices of the range Deputy Inspectors-General.

3.3. Lock-ups and others subsidiary buildings not police buildings. - (1) Judicial lock-ups, other than those situated in tahsils of district courts, and all subsidiary buildings connected with them, including police guard rooms, are judicial buildings. Mortuaries are under the control of the Medical Department. Lock-ups and subsidiary buildings situated in tahsils and district courts are revenue buildings. Necessity for repair or alterations to buildings of these two classes should be brought by the Superintendent of Police to the notice of the District Judge and Deputy Commissioner, respectively.

(2) Places of worship on police premises. - No place of worship or other building, not being a Government building, shall be erected by members of the police force or other persons in the police lines or other police premises without the sanction of the Provincial Government obtained through the Inspector-General. A list of all such places of worship (including praying platforms) on police premises, giving the dimensions, area, boundaries and a brief history shall be maintained in each district and in the offices of Deputy Inspector-General. No additions or enlargements to such building or encroachments on Government land shall be permitted without the sanction of the Provincial Government.

3.4. Classification of work. - All references regarding buildings should be made under one of the following heads :-

(a) *Major Works* - Include all original works costing more than Rs. 20,000.

(b) *Minor Works* - Include all original works coasting more than Rs. 20,000.

(c) *Special Repairs* - Include all repairs which cannot be considered as coming under sub-head (d).

(d) *Petty Construction and Repairs* - Include all ordinary periodical and petty repairs and all construction carried out by daily labour or by contract under the orders and supervision of the Superintendent.

(2) Separate reference shall be submitted regarding each separate project of work.

3.5. Public Works Department and Civil Grants. - Annual grants for minor works and special repairs are placed by the Public Works Department at the disposal of the Inspector-General of Police, who distributes them at his discretion to the Deputy Inspectors-General of the three ranges retaining a portion to finance important works costing over Rs. 5,000 and to provide a reserve for emergency. An annual contingent grant, distinct from the Public Works Department grant, is made by Government for petty construction and repairs in each district. This grant is distributed among Deputy Inspector- General by the Inspector-General who retains a proportion of the total amount as his reserve. Deputy Inspectors-General in turn distribute their grants among districts after re-

taining such portion as is necessary to form a reserve. This reserve is distributed at a latter stage to carry out urgent repairs when ordinary district grants prove for any reason inadequate. Similarly, the Inspector-General's reserve is distributed to Deputy Inspectors-General and, sometimes direct to districts, when district grants and range reserves are exhausted. Superintendents may, when necessary, apply to the Deputy Inspectors-General for an additional grant from these reserves in the manner prescribed in rule 10.170(2).

3.6. Powers of Deputy Inspectors-General to grant funds for approved works and special repairs. - Deputy Inspectors-General are authorized to sanction funds out of the distributed allotment for administratively approved works costing not more than Rs. 5,000 and for any special repair project which has been administratively approved and for which the estimate has been prepared by the Public Works Department.

3.7. Administrative approval. - (1) Applications for administrative approval to major works, minor works and special repairs should be made at any time when the necessity for such works becomes apparent. The following officers are delegated with powers to accord administrative approval and the proposals should be submitted to them through proper channel :-

Sr.No.	Nature of powers	To whom delegated	Extent
1.	To convey administrative approval to proposals for work other than residential buildings under paragraph 5.9 of the Punjab Public Works Department Code.	Inspector General of Police	*(i)* For works of petty and annual repairs as well as original works or special repairs to the buildings in the charge of Police Department falling under the minor head "Works"of the major Head "29-Police"and to the extent of Rs. 2,500 only *(ii)* For works pertaining to Police Lines and Police stations and miscellaneous buildings of the Police Department falling under the minor head "Öriginal Works -- Buildings -- Police "of the major head "50 -- Civil Works" and to the extent of Rs. 5,000 only.
2.	To convey administrative approval to works for non-residential buildings	Deputy Inspector General of Police	(i) For works of all petty and annual repairs as well as original works or special repairs to buildings in the charge of the Police Department falling under the minor head "Works"of the Major Head "29 -- Police"and to the extent of Rs. 1,500 only. (ii) As in (ii) against serial No. 1 above and up to Rs. 1,000 only
		Superintendents of Police, Principal, Police Training School and Assistant Superintendent of Police in charge Provincial Additional Police.	(iii) For works described in (i) above to the extent of Rs. 300 only.
3.	To convey administrative approval to estimates of capital expenditure on the construction or purchase of residences for Government servants	Inspector-General of Police	To meet the requirements of the Police Department, and subject (i) to a limit of Rs., 2,000 for the total cost of building, and (ii) to the proviso that the rental value of the building calculated according to the Fundamental Rules, 45-A and 45-B or any Subsidiary Rules there under shall not exceed 10 per cent of the average emoluments of the class of tenant for whom the building is intended.

4.	To convey administrative approval to estimates of expenditure on works in connection with existing residential buildings	Chief Engineer, Public Works Department, Buildings and Roads Branch	To meet the requirements of all the departments, and subject (i) to a limit of Rs. 2,000 for the total cost of building, and (ii) to the proviso that the rental value of the building calculated according to the Fundamental Rule 45-A or any Subsidiary Rules there under, shall not exceed 10 per cent of the average emoluments of the class of tenant for whom the building is intended.
5.	To accord administrative approval to estimates of expenditure on works in connection with existing residential buildings	Superintending Engineers, Public Works Department Buildings, and Roads Branch	Up to a limit of Rs. 200 in each case irrespective of the capital cost of the building which includes the cost of sanitary, water supply and electrical installations provided that the rental value of the building calculated according to Fundamental Rule 45-A or Subsidiary Rules thereunder shall not exceed 10 per cent of the average emoluments of the class of Government servants for whom it is intended.

Note:- The money limits specified in these delegations relate to the entire estimated cost of a work including both original works and repairs, if any, and not merely to the cost of the portion relating only to original works.

(2) Proposals for administrative approval not covered by the delegations mentioned in the foregoing table shall be referred to the Provincial Government in the Home Department.

(3) An application for administrative approval for a building should either refer to a standard plan and estimate or be accompanied by a rough plan and approximate estimate (to be obtained from the Executive Engineer). A clear description of the work should be given and the application should also state the necessity for the work.

(4) When proposals are being prepared with a view to obtaining administrative sanction for building projects the position in regard to acquisition of the site shall be carefully studied. If the process of acquisition, whether compulsorily or by private negotiation, is likely to involve delay before possession can be obtained, the fact should be clearly stated in the proposals, so that the desirability may be considered of alloting funds for the acquisition in advance for the building. The cost of purchasing a site or sites shall (when necessary) be included in the estimated cost.

3.8. Major works. - (1) Proposals for new major works shall first be submitted unofficially through the proper channel for the general approval of the Inspector-General. If approved, the Executive Engineer should be asked to prepare a rough plan and estimate. These shall then be submitted officially to the Inspector-General for the administrative approval of Government.

(2) On receipt of administrative approval the work will be included in the register maintained for the purpose in the office of the Inspector-General and detailed plans and estimates will be prepared by the Public Works Department.

3.9. Minor works and special repairs in the execution of which professional skill is needed. - Any minor works or special repairs in the execution of which expert supervision is needed should be carried out by the Public Work Department. In the execution of such works the following procedure shall be adopted - (*vide* paragraph 8.62 of the Public Works Department Manual of Orders) :-

(a) The Superintendent of Police shall first of all submit a report on each proposed work to the Deputy Inspector-General for his approval and enquiry as to the possibility or otherwise of funds being available in the near future. After the Deputy Inspector-General has accorded his approval, the Superintendent of Police shall ask the Executive Engineer to submit rough plans and estimates. Requisitions on Executive Engineers to prepare estimates and projects for which there is no reasonable possibility of funds being provided during the ensuing financial year should be avoided.

(b) The Superintendent of Police shall countersign the estimate in token of his ap-

proval and submit it with the plan to the Deputy Inspector- General, who shall either return the project for emendation or, if he approves of it and the estimate is more than Rs. 1,000, forward the plan and estimate, after countersigning the latter, to the Inspector-General.

(c) The Inspector-General, and, in cases where the estimate is for Rs. 1,000 or less, the Deputy Inspectors-General may accord administrative approval and shall return the estimate to the Superintending Engineer for technical sanction and preparation of a detailed plan and estimate. The latter will be forwarded to the Executive Engineer by the Superintending Engineer, who will also ask the Deputy Inspector-General to allot funds according to the provisions of rule 3.6.

(d) If the estimated cost is more than Rs. 5,000 the Inspector- General shall act as in paragraph 2.7 of the Punjab Public Works Department Code. He shall obtain the administrative approval of the Provincial Government in the Home Department and the technical sanction of the competent authority in the Public Works Department thereafter alloting funds from his Public Works Department allotment for minor works or special repairs as the case may be.

Note :- Proposals for the construction of, or additions and alterations to, residential buildings will be submitted in the same manner as prescribed for major works or minor works and special repairs, as the case may be. All such projects will be carried out by the Public Works Department. The administrative approval shall be accorded as provided in rule 3.7(1).

3.10. List to be maintained. - (1) Each Deputy Inspector-General shall maintain the following lists in Form 3.10(1).

(a) List of administratively approved minor works and special repairs.

(b) List of administratively approved additions and alterations to existing residential buildings.

(2) The Inspector-General maintains a list of administrative approved major works in Form 3.10(2).

(3) Lists, in order of urgency, of minor works, special repairs and additions and alterations to existing residential buildings, which it is proposed to undertake in the following year, shall be submitted by each Deputy Inspector- General to the Inspector-General by the 1st August in each year. Superintendents of Police shall also report to the Deputy Inspector-General the date of commencement of all works for which funds have been allotted to the Public Works Department and the date when the completed work was accepted.

3.11. Communication of allotment of funds for minor works and special repairs to various officers. - The authority allotting funds for specific minor works and special repairs, or conveying administrative approval to such works or repairs, shall communicate the sanction to the Accountant-General, and the Secretary to Government, Public Works Department, as well as to the officers of the Police Department concerned.

3.12. Petty construction and repairs. - An annual allotment for petty construction and annual repairs is included in the annual allotment statement of police contingencies. This can be supplemented from time to time by appropriation from the reserve under the same head at the disposal of the Deputy Inspector-General.

3.13. Powers of the Superintendent, Deputy Inspector-General and Inspector-General to sanction estimates for petty and annual repairs, etc. - (1) The following gazetted police officers may sanction within the sum allotted under Rule 3.12, regular estimates for petty and annual repairs to police buildings and for original works and special

repairs not exceeding at one time on any one building, or any one project, the amount specified opposite their designation :-

	Rs.
Superintendent of Police and Principal, Police Training School, Phillaur	300
Deputy Inspector-General	1,500
Inspector-General	2,500

(2) This authority extends to both residential and non-residential buildings, but does not extend to -

(i) The execution of works where skilled civil engineering supervision is required.

Note :- Such supervision is not considered necessary in the case of simple works which can normally be entrusted to skilled artisans employed by the Police Department.

(ii) The construction of buildings for headquarters offices.

(iii) The construction of works in connection with residential buildings for which capital and revenue accounts are maintained (*e.g.*, gazetted officers' houses) and all new residential buildings.

(iv) The construction of such works as the Finance Department may call upon the Public Works Department to execute.

Note :- (1) Before works under this order are executed the administrative approval of the competent authority must be obtained.

(2) An up-to-date record of expenditure against sanctioned estimates shall also be maintained.

3.14. Payments on account of petty construction and repairs. - (1) When petty construction or repairs are carried out through a contractor, detailed estimates and, where necessary, plans shall be insisted upon. Portions of the total sum sanctioned for the work may be advanced on receipt vouchers (Form 10.33.(2)) obtained from the contractor, but no second advance shall be given until the Superintendent is satisfied that reasonable progress has been made with the work and final payment shall not be made until the work has been thoroughly checked by a gazetted officer or inspector. Such officer shall satisfy himself that the work has been completed in every respect as to quality and quantity of materials and the extent of the work, according to the estimate.

(2) When money is allotted to police officers for carrying out of work under their own supervision, advance payments up to the full sanctioned sum may be similarly made, on the receipt of form 10.33(1) of the police officer concerned, acting in the capacity of contractor, but for purposes of departmental check a detailed account in Form 3.14(2) of actual expenditure on labour and materials shall be submitted. The work shall be thoroughly checked at the earliest opportunity by a gazetted officer or inspector with this detailed account, and such officer shall satisfy himself that the work has been executed and the money actually disbursed in accordance therewith.

3.15. Rents treated as police contingent charges. - The rent of any building or land hired for public purposes shall be paid under the authority of the Inspector-General. A certificate from the Executive Engineer, as required by clause (15)(a) of Appendix 5 of the Civil Account Code, shall be attached to the contingent bill containing the first charge in each year.

Buildings rented as residential quarters shall be placed in charge of the Public Works Departments and their rent shall be met from the Public Works Department budget, - *vide* paragraph 484 of the Public Works Department Account Code.

3.16. Payment of rent to other departments. - The police department shall not pay

rent to another department of Government for land or building, except the commercial departments as mentioned in paragraph 1(B) of Appendix 6, Civil Account Code.

3.17. Supplementary certificate to be signed by officer on assumption of office regarding rent of residential buildings. - All officers occupying residential buildings leased by Government should satisfy themselves that the buildings have been brought on to the books of the Executive Engineers concerned who are responsible for recovering the rent from the occupants and paying it to the landlords and also for letting such buildings to new occupants. When it becomes necessary to negotiate for, and to draft new leases in respect of residential buildings, the Executive Engineer should invariably be consulted, as he will be responsible for seeing that the lease is properly signed and duly registered.

In cases where a building leased or rented by Government for the residence of a police officer is used partly as an office and partly as a residence, or *vice versa*, the full rent shall be paid by the Executive Engineer and charged to the minor head "Repairs". The rent of the portion used as an office shall be adjusted by book transfer by credit to Revenue and debit to the contingent grant of the Police Department.

When an officer takes over charge of an office, entitling him to occupy a residential building leased or owned by Government, he should, apart from the usual charge certificate on assumption of office, sign a supplementary certificate stating that he becomes responsible for the rent of a particular building from a given date. The relived officer should state similarly that his responsibility for the rent has ceased. A copy of this certificate should be sent to the Executive Engineer as well as to the officers to whom copies of the charge certificate are sent. If an office does not carry with it any responsibility for the rent of a building the supplementary certificate will be blank and will be signed with a line drawn across it. In cases where the relieving officer has not to occupy the building, the responsibility of the relieved officer for rent will not cease until he has furnished the above certificate and has handed over the key to the Executive Engineer concerned.

3.18. Other accommodation for office. - (1) When, in consequence of no suitable public building being available, a police officer provides accommodation for his office in his private residence, that proportion of the rent which is assessed by the Executive Engineer as being the rent of the accommodation occupied as an office may be claimed from Government.

(2) When a Superintendent of Police allots accommodation (other than a mere open verandah) in his residence as a waiting room for visitors on official business, the Inspector-General may, if satisfied of the suitability of such accommodation, sanction the payment by Government of the rent of the waiting room and half the rent of the room in which visitors are received. The assessment of the portion of the rent to be paid by Government and its payment to the landlord will be arranged by the Executive Engineer.

3.19. Provision of married quarters. - Government is under no obligation to supply free accommodation for the families of police officers of any rank. The house rent allowances authorized by rule 10.76 are, except in the case of the proportion of married constables therein laid down, intended to provide accommodation for officers themselves, for whom accommodation suitable to their rank is not a available in Government buildings. It is the policy of Government, however, to provide married quarters for upper and lower subordinates in headquarters lines and police stations to the extent which funds permit and up to such proportion of the total establishment as may, from time to time, be fixed as reasonable. At present married quarters are provided in lines for the reserve inspector (where sanctioned), prosecuting inspector, district inspector at headquarters, lines officer and, as far as possible, for sub-inspectors on the sanctioned strength of the lines and office establishment. The provision for assistant sub-inspectors and lower subordinates is approximately 10 per cent of establishment of those ranks permanently posted to

duties at headquarters, other than headquarter police stations. At police stations married quarters are being provided as funds permit for the officer in charge, the assistant sub-inspectors permanently sanctioned for the station and 2/5ths of the sanctioned establishment of head constables and constables.

3.20. Allotment of quarters and grant of house rent allowances to constables. - Constables and Head Constables stationed at headquarters of districts, desiring Government family quarters or house rent in lieu thereof, shall apply in writing to the Superintendent of Police stating where they are posted, the duty on which they are employed, and the numbers of the members of their family to be accommodated. Such applications shall be forwarded through their immediate superior officer, not below the rank of sub-inspector, who shall endorse his recommendations. Such applications, if not refused, shall be acknowledged, filed and entered serially as received, in a register which shall be maintained in Form 3.20.

3.21. Grant of house rent allowances instead of family quarters. - If no family quarters are available in the vicinity of the place of duty of an applicant under Rule 3.20, he may be granted a house rent allowance, provided that the sanctioned number of allowances is not exceeded. Such allowance is a personal allowance and is not transferable and shall cease when the recipient (a) is permanently transferred or (b) proceeds on leave for a period exceeding four months or (c) for any other sufficient reason at the discretion of the Superintendent of Police, whose order shall be final. The maximum number of house rent allowances sanctioned in each district is 25 per cent of the number of Head Constables and constables stationed at headquarters excluding the reserve and the provision for escorts.

3.22. Disposal of claims for family quarters or house rent allowance. - In determining the priority of claim for family quarters or for the grant of house rent allowance, the Superintendent of Police shall be guided by the following considerations in the order given below :-

(a) The length of service of the applicant;

(b) the general conduct of the applicant;

(c) the permanency and nature of his duty at headquarters;

(d) the number of members of his family (wife, sons and daughters only);

Provided that no allowance shall be granted unless -

(i) the house is within a reasonable distance of the applicant's place of duty;

(ii) a superior officer, not below the rank of sub-inspector certifies monthly that the wife (and family, if any) of the recipient of the allowance is residing with him, and that no official quarters are available.

3.23. Duties of Deputy Inspectors-General with regard to the examination of house rents sanctioned in districts. - Deputy Inspectors-General, when inspecting districts, should satisfy themselves that the allotment of quarters and the grant of house-rent allowances has been made in strict accordance with these rules. They should report, from time to time as married quarters for constables and head constables are constructed, to what extent the number of house-rent allowances can be reduced in each district.

3.24. Rules regarding installation of electricity in police buildings. - (1) All proposals for the installation of electric lights and fans in non- residential buildings shall be submitted, accompanied by a rough plan showing where the lights and fans are to be installed and a rough estimate of the cost involved, to the Deputy Inspector-General who

will accord administrative approval if the cost involved does not exceed Rs. 1,000 otherwise he will forward the proposal to the Inspector-General for administrative approval. When the proposal has been approved, the Electrical Engineer to Government shall be asked to prepare detailed plans and estimates with a view to the allotment of funds.

(2) Proposals for the installation of electric lights and fans in residential buildings shall also be submitted, accompanied by a rough plan showing where the lights and fans are to be installed and a rough estimate of the cost involved, to the Deputy Inspector-General who will obtain the administrative approval of the Electrical Engineer to Government if the cost involved does not exceed Rs. 100; otherwise he will forward the proposal to the Inspector General for obtaining the administrative approval of the Provincial Government in the Public Works Department.

[3.25. Scale of provision of electric light and fans. - (1) Fans will be sanctioned for the offices of (a) Deputy Inspector-General of Police, (b) Assistant Inspector-General, Government Railway Police, (c) Superintendents of Police, including those incharge of Punjab Armed Police, (d) Deputy Superintendents of Police, incharge of Sub-Divisions, (e) Deputy Superintendents of Police/Gazetted Officers, incharge of C.I.D. offices, (f) Police Radio Stations, (g) Sub-Inspectors in Police Station, (h) Messes, (i) Recreation rooms, (j) Officer-in-charge, Police Recruits Training Centre, Jehan Khelan and (k) Reserve Inspector/Lines Officers of Police lines.

Fans will not be provided at Government cost in the quarters of non-gazetted establishment, but wall plugs for fans may be provided at Government expense in residences, where electric lighting installation only (as contrasted with fans) has been allowed, to enable tenants to draw current to drive electric fans provided at their own expense. No table fans will be supplied in residences provided by the Government and its use should also be avoided in Government offices.

(2) Electric light where available will be sanctioned in all Police buildings, including married quarters. Occupiers of rent-free buildings are not required to pay rent for the installation of electricity, but they shall pay charges for the energy consumed and for the hire of meter.][1]

3.26. Police rest-house. - (1) When police rest-houses are not being occupied by officers of the department, they may be used by gazetted officers of any other department by the Chairman and Vice-Chairman of District Board and by a District Engineer, whose duties require them to visit the localities in which such rest-houses are situated on the understanding that an officer of the Police Department has a prior claim to the accommodation available. The occupation of police rest-houses extends only to an officer and his wife and not to their family or members of their party without the written permission of the Superintendent of Police concerned, and then only on the understanding stated above.

(2) A list of the furniture and other articles, supplied for the use of the building, shall be hung in every police building, and shall be countersigned by the Superintendent.

(3) The rest-houses having been constructed primarily for the convenience of officers who follow the European manner of living, their use is not permitted to officers of any department, who follow non-European customs in regard to meals, cooking and the use of furniture.

3.27. For rules regarding the occupation of Public Works Department rest houses

1. Substituted vide Correction slip No 132 dated 6.2.1960.

see Punjab Public Works Department, Buildings and Roads Branch, Manual of Orders, Chapter 9.

3.28. Register of police lands. - A register in Form 3.28 shall be maintained by each Superintendent of all land which is Government property occupied by the Police, showing the exact area of each plot so occupied. The register should give the exact measurements and boundaries and in the case of rural lands, the khasra numbers. Officers in immediate charge of the properties in question are required to check periodically the entries in the register, and to report at once any instances in which encroachments have been made.

Note :- In accordance with the rules of the Public Works Department all title deeds of houses or lands purchased for public works purposes are deposited with the Deputy Commissioners of the districts in which such lands or buildings are situated.

3.29. Sanction of Government to occupy, sell, lease or build upon police lands. - No person may occupy or build upon Government land without the express sanction of Government. No land in occupation of the police department may be sold or leased for any purpose without sanction of Government obtained through the Inspector-General.

3.30. Boundaries to be demarcated. - The boundaries of all police lands shall be carefully demarcated, as funds may permit, by permanent masonry marks or walls, and, until such marks or walls can be erected, by small trenches and hedges. All such lands shall be recorded in the *nazul* register in English with a note that they are in the occupation of the police.

3.31. Sale of produce etc. from police lands. - Punjab Government Consolidated Circular No. 6 requires that the value of the produce of lands in the occupation of Government departments should be realized for the benefit of Government and credited to the treasury as police land fund revenue. The object in view is not that supervising and executive police officers should occupy themselves in the attempt to farm land at a profit, but that all natural products, such as loppings of trees, grass and fruit should be disposed of for the benefit of Government and should not be misappropriated.

The police department requires land for the housing, training and recreation of the force and for the pitching of temporary camps in the vicinity of police buildings. In addition to space for parades and the pitching of camps of inspecting officers, and for the building of married quarters for subordinates where necessary, it is desirable to occupy sufficient ground in the vicinity of rural police stations to permit of a small garden being kept up, in which vegetables and the like may be grown by the staff for their own consumption. A total area of approximately two acres is sufficient for all these requirements and land in excess of this amount should not normally be acquired. Where land is held by the police in excess of requirements, the facts should be brought to the notice of the Inspector-General.

3.32. Cleanliness and keeping of animals in police building and quarters. - (1) Police buildings and quarters shall be kept perfectly clean, and the furniture and other property in them shall be arranged in an orderly way. The ground in the vicinity of police buildings shall be kept clean and free from objectionable matter.

(2) Except in pounds and stables, horses and other animals shall not be kept inside police buildings, or enclosures, or in objectionable proximity to them.

(3) Police officers residing in police buildings or quarters shall not keep any buffaloes, cows or other animals without the sanction of the Superintendent of Police, which shall be granted only when proper accommodation exists for such animals to which they must be confined. In no case shall permission be granted to erect accommodation for animals.

Animals must be removed from police land and from near police buildings if the owners desire to take them from the stables, or other accommodation, in which they are kept. Police officers permitted to keep animals shall pay for any damage caused by such animals to Government property. (For cleanliness or damage to Government family quarters see rule 14.57).

FORM NO. 3.10(1)

(a) LIST OF ADMINISTRATIVELY APPROVED *MINOR WORKS AND SPECIAL REPAIRS* OF THE __________ RANGE FOR WHICH FUNDS ARE REQUIRED IN THE NEXT TWO YEARS.

(b) ADDITIONS AND ALTERATIONS TO EXISTING RESIDENTIAL BUILDINGS.

1	2	3	4	5	6	7	8
Serial No.	Description of work	Civil District	Locality or town	Number and date of letter according administrative approval	Number and date of letter according technical sanction	Amount of sanctioned estimate, or in cases of works not technically sanctioned estimated cost of works	REMARKS

(To be drawn by hand, Offices should draw out the "peshani"to allow columns to be of correct proportions.)

FORM NO. 3.10(2)

LIST OF ADMINISTRATIVELY APPROVED MAJOR WORKS OF THE POLICE DEPARTMENTAL FOR WHICH FUNDS ARE REQUIRED IN THE NEXT TWO YEARS

Serial No.	Description of work	Civil District	Locality or town	ADMINISTRATIVE APPROVAL ACCORDED IN PUNJAB GOVERNMENT LETTER		Amount for which administrative approval has been given	TECHNICAL SANCTION ACCORDED BY PUNJAB GOVERNMENT WORKS DEPARTMENT, LETTER		Amount of sanctioned estimate	REMARKS
				No.	Date		No.	Date		
						Rs.			Rs.	

(To be drawn by hand. Offices should draw out the "peshani"to allow columns to be of correct proportions).

FORM NO. 3.14(2)

PART I

ACCOUNT OF REPAIRS OF POLICE BUILDINGS (NAME)

Column 1. - Date

2. - No. and description of materials purchased.

3. - Rate.

4. - Cost of materials purchased.

5. - Cost of daily labour.

6. - Total (columns 4 and 5)

7. - Remarks (here state number of vouchers attached).

PART II

ABSTRACT SHOWING THE PRESENCE OF DAILY LABOURERS IN CONNECTION WITH THE REPAIRS TO POLICE BUILDINGS (NAME)_____

1	2	3	4	5							6
Serial No.	Name of labourer	Kind of work	Daily rate	DATES OF THE MONTH OF 19							REMARKS
				1st	2nd	3rd	4th	5th	6th	and so on	
			Rs. A. P.								

FORM NO. 3.20

REGISTER OF APPLICATIONS FOR FAMILY QUARTERS OR HOUSE RENT IN LIEU THEREOF

POLICE DEPARTMENT, ___________ DISTRICT

1	2	3	4	5	6	7	8
Serial No.	Date of application	Name and rank of applicant	Date of appointment in Police service	Applicant's home residence	Detail of applicant's family for whom accommodation is required	Nature of duty at head-quarters	Final orders of Superintendent of Police

(This register should be prepared by hand. Offices should draw out the "peshani" to allow columns to be of correct proportions)

FORM NO. 3.28

REGISTER OF LAND BELONGING TO GOVERNMENT IN THE OCCUPATION OF POLICE

Column

1. - Locality.
2. - Area.
3. - Boundaries.
4. - Whether marked by boundary pillars.
5. - Information in columns 2 and 3 whence obtained.

(This register to be prepared by hand)

CHAPTER 4

Clothing

4.1. Specification of uniform. - The specifications of uniforms prescribed for all ranks of police officers together with memoranda regarding the wearing of Orders, decorations and medals are given in Appendix 4.1.

4.2. Muster patterns - (1) Muster patterns of all materials and articles of clothing prescribed for enrolled police officers will be supplied by the Inspector-General, at the time of approval of such patterns, to the Assistant Inspector-General, Government Railway Police, each Superintendent and the Principal, Police Training School. A lable bearing the name of the article and a reference to the order sanctioning its issue shall be firmly attached by the seal of the Central Police Office to each pattern so issued. Similar sealed muster patterns will be supplied by the Inspector-General to firms for each article which they are authorised to supply.

Deputy Inspectors-General shall inspect sealed patterns and satisfy themselves that they are of the latest issue and that obsolete patterns have been destroyed or sold.

(2) No changes shall be made in the pattern or material of any article of uniform prescribed for police officers except under the orders of Inspector- General.

4.3. Modifications permitted in regulation uniform. - Detailed instructions regarding the wearing of uniform by gazetted officers and the modifications in the standard kit, which are authorised by the local Government, are contained in Appendix 4.3. Police officers are not permitted to wear as uniform any article of clothing, which is not authorised in this chapter and its appendices, but, subject to this proviso, the dress worn on different occasions may be varied by the order of the Superintendent of Police, within the limits prescribed in rule 4.4.

4.4. Uniform to be worn on all duties. - (1) Police officers of all ranks shall wear uniform on all parades and on all duties of a ceremonial nature or which involve the exercise of their powers as police officers; provided that this rule shall not apply to police officers specifically deputed on plain clothes duty. The wearing at any time of a mixture of uniform and plain clothes, or of unauthorized variations of uniforms, is absolutely prohibited.

(2) The nature of uniform to be worn on duty shall be regulated by the order of the Superintendent of Police according to climatic conditions and the nature of the duty, subject to the rules in this chapter, and its appendices and provided that all men parading or proceeding on duty together shall be clothed alike. Deputy Inspectors-General shall require that the spirit of these orders be observed, but should not otherwise limit the discretion of Superintendents.

(3) These orders apply strictly to police officers exercising their legal powers in rural areas. The protection of section 353, Indian Penal Code, shall not ordinarily be afforded to any police officer who may be assaulted, unless the Superintendent of Police is satisfied that such officer was at the time properly dressed in an authorised uniform and equipment. For all duties performed in the public view police officers of all ranks shall be so turned out that there can be no possibility of mistake as to their being police officers. For such duties, though the comfort of officers and men in climatic and other circumstances must be considered, smartness shall not be scarified.

(4) Officers and men appearing in courts of law as prosecutors, witnesses, orderlies or

escorts, and clerks on duty at city, cantonment or civil lines police stations, shall wear uniform. Other officers shall not ordinarily wear uniform on the office duties.

(5) Police regulation uniform shall not be worn at fancy dress balls, nor shall such uniform be lent for use or worn by their owners in dramatic performances or other entertainments. There is, however, no objection to uniform of obsolete pattern being worn on such occasions.

4.5. Grants for the purchase of uniform, saddlery and horses. - (1) The following grants for the purchase of uniform, and of a horse and saddlary when an officer is required to keep a horse, have been sanctioned by the Government for gazetted officers of the Indian Police and of the Provincial Police Service :-

	Officers	Uniform	Horse and Saddlery
1.	Indian Police Officers recruited in the United Kingdon	£ 30 or the equivalent in rupees converted at one shilling and six pence per rupee	A sum not exceeding Rs. 600 (when required to keep a horse)
2.	Indian Police Officers appointed in India	£ 30 converted into rupees at the rate of one shilling and six pence per rupee (i.e., Rs. 400)	Ditto
3.	Indian Police Officers promoted from the Provincial Service	Ditto	Ditto
4.	Provincial Police Officers (Deputy Superintendent of Police)	Rs. 250	Ditto

(2) The grants to both Indian and Provincial Police Officers for uniform and for horse and saddlery are renewable at intervals of ten years and seven years, respectively provided that no officer who is due to retire within five years and who holds an administrative post for which the maintenance of a horse is not essential is eligible to receive a grant for the purchase of a horse and saddlery. Indian police officers appointed in or after 1919, and Provincial Police Officers promoted or appointed to the rank of Deputy Superintendent of Police after 1st April, 1922, are entitled to renew their uniform grant after a period of ten years from the date of their first appointment, or from the date on which uniform is first maintained whichever is later, and the grant for horse and saddlery, seven years from the date the charger was first maintained subject to the proviso in sub-rule (3) below. Indian Police officers appointed prior to 1919 were due their original uniform and charger grants on June, 1927. The uniform grant in their case is the renewable after a period of ten years, and that for horse and saddlery after a period of seven years from 15th June, 1927. Similarly, Provincial police officers promoted or appointed prior to 1st April, 1922, were due their original uniform and charger grants on 24th August, 1928. Accordingly, in their case the grants are renewable after ten and seven years, respectively from the 24th August, 1928.

It is discretionary with the Provincial Government to not only to withhold the grant for the horse and saddlery but also the grant for uniform from any officer who is due to retire within five years.

Note. 1 :- Officiating service rendered by provincial Police Officers as such on and after the first April, 1922, will count towards the period for the renewal of uniform and charger grants.

Note. 2 :- Before a police officer is allowed to draw an allowance for the renewal of his uniform, a certificate to the effect that his uniform and equipment have been maintained in good order and condition, shall be furnished to the Accountant General by his immediate controlling officer for purposes of audit. In the case of a Superintendent of Police, the certificate shall normally be supplied by a Deputy Inspector-General and in the case of a Deputy Superintendent by the Superintendent of Police, incharge of the district in which he is serving.

Note. 3 :- The renewal of the uniform grant to an Indian Police Officer promoted from the Provincial Police Service shall be payable at the rate admissible to an Indian Police Officer and from the date when the renewal grant originally fell due, *i.e.* had the officer in question not been promoted.

(3) Every application for renewal of the grant on account of horse and saddlery must be accompanied by a certificate stating that a charger is being maintained and has ordinarily been maintained for a total period of seven years from the date the charger was first maintained.

Note. 1 :- In applications for the renewal of uniform and horse and saddlery grants, the date should be from which uniform and horse was first maintained.

Note 2 :- In reckoning the period of seven years for the renewal of the grant or the purchase of a horse the word "ordinary" used in Rule 4.5(5) should be taken to cover periods of leave during which a horse has not been maintained.

Note 3 :- An Indian Police Officer officiating in an administrative post is entitled to count any such period towards the renewal grant for horse and saddlery, provided that the eventually reverts and is not confirmed in the administrative post, and provided also that he maintains a horse during the officiating period.

(4) Grants for the purchase of uniform and horse and saddlery will be sanctioned to Deputy Superintendents :-

(a) in the case of direct recruitment, on appointment, and

(b) in the case of promotion, on confirmation.

(5) An officer of the Provincial Police Service on promotion to the Indian (Imperial) Police Service will be entitled to the difference between Rs. 400 and the amount already drawn for the purchase of uniform.

(6) In every case in which a grant is given the officer receiving the grant shall furnish the Accountant-General, Punjab, with a certificate to the effect that the full amount received has been spent. In cases where the grants are not fully utilized, the saving effected should be at once refunded.

(7) Directly appointed Deputy Superintendents of Police who resign, or are dismissed, or are removed from the service within three years from the day of reporting for duty, shall refund the whole, or such portion as may be ordered by the local Government of any grant made towards the cost of a horse and saddlery.

4.6. Free issue of articles of uniform and equipment to Upper Subordinates :-

(1) Upper subordinate on first appointment, or first promotion to that staus, shall be provided at the expense of the clothing and equipment funds with a free issue of uniform and equipment at the following scale :-

(a) Initial issue of two khaki coats, two bushshirts, two shorts and one of every standard article of clothing and equipment as prescribed in Part IV of Appendix 4.1. Other optional articles of uniform authorised by rule 4.3 may also be supplied, provided that the total annual expenditures on clothing and equipment for all upper subordinates in the districts shall not exceed an average of Rs. 25 for each officer, although expenditure on a particular officer in particular year may exceed Rs. 25.

Note 1 :- A register in form 4.6(1)(a) shall be maintained by the Head Clerk to provide a proper check on expenditure on this account. Before the renewal or issue or articles of clothing and equipment is sanctioned, he shall certify that the total annual expenditure does not exceed an average of Rs. 25 per upper subordinate.

Note 2 :- The following extra articles of clothing and equipment have been prescribed for issue to N.G.Os. posted in Lahaul and Spiti District :-[1]

1. Note 2 added vide Correction slip No. 148 dated 1.7.1963.

Note :- Prosecuting Sub-Inspectors shall not be issued with gaiters and a pair of breeches but will be issued with 3 pairs of khaki drill slacks instead as initial issue.

Serial No.	Name of articles	Initial issue
1.	Sleeping bag or	- 1
	Blanket woollen	- 5
2.	Leather Gloves	- 1 pair
3.	Angola Shirts	- 2
4.	Cap Balclava	- 1
5.	Cap Comforter	- 1
6.	Woollen Vests	- 2
7.	Drawer woollen	- 2
9.	Coat posteen/Coat parka	- 1
10.	Jarkin leather/leather Nehru Jacket	- 1
11.	Giligit Boots/boots Combat rubber insulated	- 1 pair
12.	Gum boot/boots rubber knee	- 1 pair
13.	Snow goggles	- 1 pair
14.	Woollen battle dress consisting of one B.D. Blouse and a pair of trousers	- One set
15.	Warm Cap	- 1

(b) Free replacement shall be allowed according to the periods prescribed in Rule 4.11; provided that helmets of Europeans and safas of Indians may be replaced after two and four years, respectively, on surrender of corresponding unserviceable articles. The helmets of upper subordinates (European), posted at Dharamasala (Kangra District), Murree Tehsil (Rawalpindi District), Simla, Dalhousie, (Gurdaspur District) and Kasauli (Ambala District), may be replaced after the year instead of two. Clothing and Equipment for which no period is fixed shall be replaced free, only one being certified by a survey committee to have been lost or rendered unserviceable by fair wear and tear or under circumstances involving no neglect on the part of the officer concerned.

(c) Uniform for upper subordinate shall be issued by the Lines Tailor and carefully fitted, but officers may be permitted to draw material of the prescribed pattern from Store on payment and have it made up privately for supplementary articles or replacements of uniform provided at their own expense. The cost in such case shall be recovered in instalments.

(d) The following articles of uniform have been prescribed for issue to the Lady NGOs. in Punjab :-[1]

Serial No.	Particulars of articles to be issued	Quantity	Duration of wear
1.	Khaki bushshirts with cloth belts and white metal buckles	4	1 year
2.	Khaki Saries of Khaki voil without any peping or trimming	4	1 year
3.	Petti-coats of Khaki poplin	4	One to be replaced every year
4.	Khaki socks Woollen	2 pairs	6 months
5.	Chappals black	2 pairs	Both Pairs to be replaced annually
6.	Black shoes	1 pair	3 years
7.	Cardigan jacket	1	3 years
8.	Great coat	1	6 years

1. Clause (d) Substituted vide Correction slip No. 142 dated 5.2.1963.

9.	P.P. Badges	1 set	As and when required
10.	Whistle with lanyard	1 set	Ditto
11.	Rain Coat (for hill stations only)	1	5 years
12.	Shoulder Badges		As and when required

(e) Head Constables promoted to officiate as Assistant Sub-Inspector shall deposit in the Police Lines the uniform issued to them as Head Constables. It shall be retained for re-issue to them if they are reverted. Officiating Assistant Sub-Inspector of Police shall be provided at the expense of clothing and equipment funds with the articles of uniform mentioned hereafter :-

1 Great Coat
2 Khaki tunics
1 Khaki Safa
1 Khaki Kullah
1 Belt
1 Pair half putties (cotton)
1 Pair footless hose (woollen)
1 Pair boots

"Sikh Officers in lieu of a Kullah may be issued two 'Fifties' of Red Salu cloth 66 inches long and $9\frac{1}{2}$ inches wide."

1 Khaki Safa fringe
2 Khaki Bush-Shirts
2 Pair shorts
1 Pair stockings
1 Set shoulder badges
1 Set buttons
1 Pair breeches

On substantive promotion Assistant Sub-Inspectors shall receive the balance of the uniform admissible to them and to uniform issued to them as head constables shall be issued to other lower subordinates. If reverted to the rank of head constable the uniform issued to them while officiating as Assistant Sub-Inspector shall be returned to store. They shall then receive a re-issue of head constables uniform.

(f) Upper Subordinates posted to the Shimla District and to Kasauli, Keylong, Suraj, Dalhousie, Balun Bakloh and Murree shall in the cold weather wear khaki serge coats and breeches. The pattern shall be exactly the same as the khaki drill uniform. The serge uniform will be issued in addition to the khaki uniform. When an officer is transferred from any of these hill stations he will leave his serge uniform behind to be used by other officers transferred to the district station as the case may be.

(g) The following articles of uniform have been prescribed for issue to the Upper Subordinates of Provincial Armed Police :-

Serial No.	Name of articles	Initial issue	Duration period
1.	Blouse, Khaki Drill, B.D.	1	2 years
2.	Blouse, woolen B.D.	1	3 years
3.	Trousers, Khaki B.D.	1 pair	2 years
4.	Trousers, woolen B.D.	1 pair	3 years
5.	Socks, woollen	2 pairs	6 months
6.	Half putties, woolen	1 pair	3 years
6-A	Canvas Anklets	1 pair	3 years
7.	Shorts, Khaki, Drill	3 pairs	One every year
8.	Bush-shirts	2	One every year
9.	Boots	1 pair	3 years
10.	Chapplis	1 pair	1 year
11.	Safas, Khaki	3(6 yards each)	1 to 3 years (one to be replaced every year)
11-A	Beret caps	1	2 years
12.	Jhallar, Khaki, Silk	2	1 to 2 years (one to be replaced every year)

13.	'Fifty' of Red Salu cloth for Sikh Officers	2(66"X 9½")	1 year
13-A.	Khaki Kullahs for non-Sikh officers	2	1 year
14.	Footless Hose	1 pair	1 year
15.	Great Coat	1	6 years
16.	Cardigan jacket	1	3 years
17.	Mosquito-net with poles	1	4 years
18.	Durree or Ground Sheet	1	When found unserviceable
19.	Water-bottle	1	Ditto
20.	Field Dressing	1	Ditto
21.	Canvas Kit Bag	1	Ditto
22.	P.P. Badges and Stars	2 pairs each	When found unserviceable
23.	Great Coat Buttons	10	Ditto
24.	Whistle with Lanyard	1	Ditto
25.	P.A.P. crest	1	Ditto
26.	While Vests	2	6 months
27.	P.T. Shoes	1 pair	9 months for all PAP officers excepting in the case of persons attending the case in whose case the duration period will review 6 months
28.	Webbing Revolver	1 complete set	When required
29.	Revolver lanyard	1	When found unserviceable
30.	Haversack	1	Ditto
31.	Cleansing material	1	tin boot polish 2 oz. bottle of
		1 tin boot polish 2 oz, bottle of Brasso 1 tin Dubbin 1 Cake Khaki webbing cleasing clay	When required
32.	Overall	1 each for Upper Subordinate of M.T. Staff	1 year
33.	Mosquito Boots	1 pair each for all N.G.Os. posted on the Indo-Pak Border	5 years

Articles mentioned at serial Nos. 1, 2, 3, 4, 6, 8, 12, 28, and 29 shall not be issued to the mounted Upper Subordinates but they shall get the following articles in lieu thereof :-

Serial No.	Name of articles	Initial issue	Duration period
1.	Breeches, Khaki, Corduroy	3 pairs	1 year
2.	Full Putties, Woollen	2 pairs	3 years
3.	Shirts, Khaki, Cellular	3 pairs	1 year
4.	Leather Revolver Holster with leather ling	1	When found unserviceable
5.	Leather Cross belt	1 each for all bros Police on the Indo-Pak Border	Ditto

Note :- A pair of Hunter boots will be issued to each Upper Subordinate posted in Lahaul and Spiti Area in lieu of Canvas Shoes and chappals. Its duration will be one year.[1]

[1][(h) The following extra articles of clothing and equipment have been prescribed for issue to N.G.Os. of P.A.P. in Lahaul and Spiti District :-

Sr. No.	Name of articles	Initial issue
1.	Sleeping bag or	1
	Blanket woollen	5
2.	Leather Gloves	1 pair
3.	Angola Shirts	2
4.	Cap Balclava	1
5.	Cap comforter	1
6.	Woollen vests	2
7.	Drawer woollen	2
8.	Coat posteen/Coat Parka	1
9.	Jerkin leather/Leather Nehru Jaket	1 pair
10.	Gilgit boots/Boots Combat rubber insulated	1 pair
11.	Gum Boot/Boots rubber knee	1 pair
12.	Snow goggles	1 pair
13.	Woollen battle dress comprising one B.D. Blouse and a paid of trousers	One set
14.	Warm Cap	1

(2) A check list in Form 4.6(2) shall be maintained for each upper subordinate showing the issue or replacements of clothing and equipment which have been made to him and the dates on which each article was issued. Each entry will be attested by a Gazetted Officer. The check list shall be attached to the officer's Character Roll.

(3) All articles of uniform or equipment issued to upper subordinates are the property of Government and shall be surrendered on reduction to the rank of lower subordinate, dismissal or retirement. In the case of upper subordinates, who are specially permitted by the Inspector-General to wear uniform on ceremonial occasions after retirement, Superintendents of Police are empowered to permit them to retain one suit of Khaki uniform complete with pagri, etc., but without great coat.

4.6-A. Clothing allowance for the staff of the C.I.D. Punjab. - Upper and lower subordinates on the staff of the Criminal Investigation Department are not provided with free annual issues of uniform but receive the following cash payments from the clothing fund to enable them to make up their own clothing :-

	Rs.
Inspectors, Sub-Inspector and	25 per annum
Assistant Sub-Inspectors,	
Head Constables and Foot Constables	10 per annum

4.7. Recruits kit. - Each recruit on enrolment shall be supplied with the following articles of clothing :-

1 Great Coat
2 Shirts of mazri cloth
1 Cardigan jacket
1 Red Kulla
1 Pair black chaplis (boots in districts where authorized)

2. Note added vide Correction slip No. 129 dated 28.10.1960.
1. Clause (h) added vide Correction slip No. 150 dated 1.7.1963.

2 Pairs of mazri cloth shorts
3 white vests
1 Safa without Safa ends
1 Khaki Kurta
1 Pair of Khaki Knicker bockers
1 Pair of half (cotton) and footless hose (woollen)
1 Shoulder pad

1 Pair of white canvas shoes, (Recruits undergoing training at the Recruits Training Centres in the Central, Western and Eastern Ranges and in the Government Railway Police Lines,should be provided with two pairs of white canvas shoes)

3 pairs of socks to each on enlistment followed by a further issue of two pairs on the termination of his recruits course ad thereafter, 1 pair of socks at the end of every six months

The great coat, cardigan jacket, shoes and safa shall be issued from the full kit mentioned hereafter. A sufficient number of the remaining articles shall be maintained in each district for the use of recruits, being replenished, as far as possible, from clothing surrendered as time expired, or otherwise surplus, provided it is in thoroughly good condition.

4.8. Full kit of lower subordinates. - The full kit to be issued to each lower subordinate on joining the ranks and to be maintained by him thereafter shall consist of the following articles :-

1 Bastani

2 Safa bands

1 Cardigan jacket

2 Red Kullas

1 Great Coat

2 Kamarbands (mounted police only)

3 Safas

2 Pairs of pattis cloth mounted police, 2 pairs of half pattis (cotton, and footless hose (woollen).

2 Khaki knicker bockers (Breeches for mounted Police) 2 Khaki Kurtas

2 Shoulder pads

3 Khaki shirts

One pair of boots and one pair of chaplls in the case of Foot Constables (except those posted to hill stations who will be issued with two pair of boots) and two pairs of ankle boots in the case of all Head Constables and mounted Constables

3 Khaki Shorts

Woollen gloves for each lower subordinate posted at hill stations and in the hilly parts of the Ambala, Gurdaspur, and Rawalpindi Districts for wear in the winter

2 Safa fringes

2 Khaki pugris complete with Jhallars (for Drill Instructors only)

1 Khaki Kullah (for Drill Instructors only)

1 Shirt
1 Pair of shorts } Extra for men employed in the drill staff

1 Pair of socks {For gunman deputed for protection of Governor, Ministers and other High Officials.

one Achkin made of dark blue serge or dark blue blazer cloth.{For gunman deputed for protection of Governor, Ministers and other High Officials.[1]

2 Achkans of white drill {For gunman deputed for protection of Governor, Ministers and other High Officials.

1 Gold Kullah {For gunman deputed for protection of Governor, Ministers and other High Officials.

2 White salwars {For gunman deputed for protection of Governor, Ministers and other High Officials.

2 White pagrees {For gunman deputed for protection of Governor, Ministers and other High Officials.

1 Pair of black shoes {For gunman deputed for protection of Governor, Ministers and other High Officials.

1 Rain Coat {For gunman deputed for protection of Governor, Ministers and other High Officials.

One water proof coat for each lower subordinate posted at hill stations and in the hilly parts of Ambala, Gurdaspur, Hoshiarpur, Rawalpindi Districts and employed on traffic duty in the districts where regular traffic staff is sanctioned.

1 Blue overall for Armourers and Assistat Armourers

1 Mosquito net with poles to each lower subordinate except those posted at Simla.

Note:- (1) The men employed on headquarters guards at Chandigarh and those employed on traffic duty in Amritsar, will receive a third pair of Khaki Knicker Bookers and a third Kurta as a part of winter uniform and a fourth Khaki Shirt and a Fourth pair of Khaki Shorts as a part of summer uniform.

Note:- (2) The men employed on traffic duty at Lahore, Amritsar, Rawalpindi and Multan will receive annually a white coat and a pair of white sleeves.

Note:- (3) Lower subordinates posted to the Simla District and to Kasauli, Kelang, Suraj, Dalhousie, Balun, Bakloh and Murree shall wear in the cold weather Khaki Serge Kurta and pair of Knicker-bookers. The pattern shall be exactly the same as the Khaki drill uniform. The Serge uniform will be issued in addition to the Khaki uniform. When an officer is transferred from any of these hill stations he will leave his Serge uniform behind to be used by other officers transferred to the district station as the case may be.

Note:- (4) Foot Constable buglers employed in Police Lines will get an extra shirt and pair of shorts. The extra issue will be admissible only in those districts where sanction exists for not more than one bugler.

Note:- (5) The following extra articles of clothing and Equipment have been prescribed for issue to O.Rs. posted in Lahaul and Spiti District :-[2]

Serial No.	Name of articles	Initial issue
1.	Sleeping bag or	..1
	Blanket woollen	..5
2.	Leather Gloves	..1 pair
3.	Angola shirts	..2

1. See correction slip No 145 dated 1.5.1963.
2. Note 5 added vide Correction slip No. 149 dated 1.7.1963.

4.	Cap Balclava	..1
5.	Cap-Comforter	..1
6.	Woollen vests	..2
7.	Drawer woollen	..2
8.	Coat posteen/Coat Parka	..1
9.	Jarkin leather/leather Nehru Jacket	..1
10.	Giligit boots/Boots Combat rubber insulated	..1 pair
11.	Gum boot/boots rubber knee	..1 pair
12.	Snow goggles	..1 pair
13.	Woollen battle dress comprising one B.D. Blouse and a pair of trousers	..1 set
14.	Warm Cap	..1

[1]**[4.8. (2)** - The following articles of uniform have been prescribed for the issue to the Lady O.Rs. in Punjab :-

Serial No.	Particulars of artilces to be issued	Quantity	Duration of wear
1.	Khaki shirts (Long sleeves)	3	1 year
2.	Khaki Salwars	3	1 year
3.	Dupatta Malmal Khaki (2½ yards)	3	2 Dupattas to be replaced annually
4.	Cardigan Jacket	1	3 years
5.	Black chappels	2 pairs	Both pairs to be replaced annually
6.	Great Coat	1	6 years
7.	Socks	2 pairs	6 months
8.	Black shoes	1 pair	3 years
9.	Whistle without Lanyard but with whistle strap	1 set	As and when required
10.	Brooch (white metal wreath with PP in centre)	1 pair	Ditto
11.	Rain Coat (for hill stations only)	1	5 years
12.	Leather belt black with fitting for whistle		As and when required
13.	Mosquito net with poles	1	4 years

4.8-A. Full kit of Lower Subordinates of Provincial Armed Police on joining the rank. - The full kit to be issued to each lower subordinate of Provincial Armed Police on joining the ranks and to be maintained by him hereafter shall consist of the following articles :-

Serial No.	Name of the article	Initial issue	Duration period
1.	Blouse, Khaki, Drill B.D.	1	2 years
2.	Blouse, Woollen B.D.	1	3 years
3.	Trousers, Khaki B.D.	1	2 years
4.	Trousers, Woollen B.D.	1 pair	3 years
5.	Socks, Woollen	2 pairs	6 months
6.	Half Patties, Woollen	6 pairs	2 years
6-A.	Canvas Anklets	1 pair	3 years
7.	Shorts, Khaki, Drill	3 pairs	1 every year
8.	Shirts, Khaki, Cellular	3 pairs	1 every year

1. Rule 4.8(2) added vide correction slip No. 143 dated 5.2.1963.

9.	Boots	1 pair	3 years
10.	Chaplis	1 pair	1 year
11.	Safa, Khaki	"3 (5 yards for non-Sikh lower subordinate and 6 yards each for Sikh lower subordinates)	1 to 3 years (one to be replaced every year)
12.	Jhallar Khaki	2	1 to 2 years (one to be replaced every year)
13.	Fifty of red salu cloth for Sikh lower subordinates	2(66"x9½')	1 year
13-A	Khaki Kullah for non-Sikh lower subordinates	2	1 year
14.	Footless Hose	1 pair	1 year
15.	Great Coat	1	6 years
16.	Cardigan jacket	1	3 years
17.	Mosquito-net with poles	1	4 years
18.	Shoulder Pads	2	1 year
19.	Durvee or Ground sheet	1	When found unserviceable
20.	Haversack	1	Ditto
21.	Water-bottle	1	Ditto
22.	Field Dressing	1	Ditto
23.	Canvas Kit Bag	1	Ditto
24.	Constabulary No. Brooch	1	Ditto
25.	P.P. Badges	2 pairs	Ditto
26.	Great Coat Buttons	4	When found unserviceable
27.	Whistle with strap	1	Ditto
28.	P.A.P. crest	1	Ditto
29.	Chevrons	2 pairs	Ditto
30.	White vests	2	6 months
31.	P.T. Shoes	1 pair	9 months for all PAP official excepting in the case of persons attending the courses in whose case the duration period will remain 6 months
32.	Webbing Rifle	1 complete set	When required
33.	Overall	1	1 year (for drivers and mechanics oly)
34.	Cleansing material	1 tin boot polish, 2 oz. bottle of Brasso 1 tin Dubbin 1 cake Khaki webbing cleansing clay	When required
35.	Rain coat	1	Ditto
36.	Mosquito Boots	1 pair each for O. Rs. posted on the Indo-Pak Border	5 years
37.	Belt web Khaki	1	5
38.	Pouck Web	1	

Articles mentioned at serial Nos. 1, 2, 3, 4, 6, 12, 14, 32 and 33 shall not be issued to the mounted lower subordinates but they shall get the following articles in lieu of these :-

Serial No.	Name of article	Initial issue	Duration period
1.	Breeches, Khaki Corduroy	3 pairs	1 year

2.	Full Putties, Woollen	2 pairs	3 years
3.	Plain Leather Belt		When found unserviceable
4.	Leather Bandolier	1	Ditto

Note :- A pair of Hunter Boots will be issued to each Lower Subordinate posted in Lahaul and Spiti area in lieu of canvas shoes and chappals. Its duration will be one year.

[1]**[4.8A-(i)** - The following extra articles of clothing and equipment have been prescribed for issue to O.Rs. of P.A.P. posted in Lahaul and Spiti District.

Serial No.	Name of articles	Initial issue
1.	Sleeping bag or	1
	Blanket woollen	5
2.	Leather Gloves	1 pair
3.	Angola shirts	2
4.	Cap Balclava	1
5.	Cap comforter	1
6.	Woollen vests	2
7.	Drawer woollen	2
8.	Coat posteen/Coat parka	1
9.	Jarkin leather/leather Nehru Jacket	1
10.	Gilgit boots/Boots combat rubber insulated	1 pair
11.	Gum Boot/Boots rubber knee	1 pair
12.	Snow goggles	1 pair
13.	Woollen battle dress comprising one B.D. Blouse and a pair of trousers	one set
14.	Warm cap	1

4.9. Clothing to be shown at kit inspections. - Lower subordinates shall lay out their kits and one suit of plain clothes at kit inspections according to the approved diagram issued on the authority of the Inspector-General. The plain clothes shown need not be of standard pattern, but shall include a pagri and shall be suitable for walking-out dress.

(2) A kit inspection digram shall be supplied to every police station, post, standing guard and barrack in each district.

4.10. Issue and wearing of chevrons and badges. - (1) Chevrons are authorised as follows :-

(a)	Head Constables on passing the intermediates class at the Police Training School, Phillaur	3 stripes with a crown
(b)	Probationary and confirmed Head Constables who have not passed the intermediate class at the Police Training School, Phillaur	3 stripes
(c)	Officiating Head Constables	2 stripes
(d)	Selection Grade Constables on list 'C'	1 stripe

To be worn on both sleeves midway between the elbow and shoulder point towards the elbow.

(2) Badges of the St. John's Ambulance Association shall be worn by those entitled to

1. Sub rule (i) added vide correction slip No. 151 dated 1.7.1963.

wear them mid-way between the elbow and the shoulder on the right sleeve. Head Constables shall wear such badges immediately above the chevron.

(3) Marksman's badges shall be worn on the left sleeve along the point of the cuff.

(4) Chevrons and badges shall be issued free as required at the expense of the clothing fund.

Note :- 1 - Non-Gazetted Officer of the Armed Reserves shall wear chevrons as authorised of jungle green colour on khaki, instead of the usual red chevrons on dark-blue ground. These chevrons will be a free extra issue at the expense of clothing fund and will be surrendered by the men on their transfer from the Reserves.

4.11. Regular periodical issue of the articles of clothing. - (1) The subjoined statement shows the minimum periods for which issues of articles of clothing of lower subordinates are required to last. These minimum periods are fixed only for articles of which general issues are made and shall, when the condition of existing uniform justifies this be extended at the discretion of the Superintendent of Police. Deputy Inspectors-General at inspection will satisfy themselves that proper discretion has been exercised in this connection. Other articles of uniform may be replaced as required the provisions of rule 4.24 being followed, when required.

Articles		Period	
Cardigan Jacket		3 years	
Khaki drill Kurta		2½ years	
Khaki drill knickerbockers, or cord breeches for Mounted Police		2½ years	
Kullah Red		2 years	
Safa (blue)		3 years	
Safa bands and fringes		2 years	
Kamarbands (for mounted men only)		2 years	
Great Coats		6 years	
Chaplis		1 year	
Boots (ankle)		3 years	
Khaki shirts		1 year	To be issued in March
Khaki Bush-shirts		1 year	
Khaki shorts		1 year	
Pattis (for mounted police)		3 years	
Footless hose (woollen)		1 year	
Half puttis (cotton)		3 years	
Khaki Pugris with Jhallars	For Drill instructors and offi cers and men posted to the armed reserves and tear .smoke squads	1 year	
Khaki Kullah		1 year	
Woollen gloves		1 year	
Socks		6 months	
Khaki serge coat for upper subordinates and khaki serge kurta for lower subordinates khaki serge Breeches for upper subordinates and khaki serge knicker bockers for lower subordinates	To be issued in winter to officers and men posted to Simla district, Kasauli, Keylong, Suraj, Dalhousie, Balun, Bakloh and Murree	3 years	
Water proof coat		5 years	

One Achkin made of dark blue serge or of dark blue blazer cloth		3 years
two Achkin's of white drill		2 years
Gold Kullah		1 year
White Shalwar		1 year
White Pagree		1 year
Pair of black shoes		2 years
1 Blue overall		1 year
White Canvas shoes		6 months
Khaki drill slacks	For men posted to the First	18 months
Khaki drill B.D. trouser	Armed Reserves	1½ years
Mosquito net with poles		4 years
Fiftie (For Sikh Non-gazetted Officers)		1 year
Two Achkin of white drill		2 years
Sleeping bag or	*This article is issued in lieu of sleeping bag	3 years
*Blanket woollen		1½ years
Leather Gloves (pr)		1½ years
Angola shirts	There	1 year
Cap Balclava	articles are issued to T.G. Os. a	1 year
Cap Comforter	nd O.Rs. of	1 year
Woollen vests	the District Police force and P.A.P.	9 months
Drawer woollen	posted in Lahaul	9 months
Coat posteen/coat parka	and Spiti District	3 years
Jarkin leather/leather Nehru Jackets		2 years
Gilgit Boots/Boots Combat rubber insulated		1½ years
Gum Boot/Boots rubber knee (pr)		1 year
Snow goggles (pr)		2 years
Woollen battle dress consisting of one B.D. Blouse and a pair of trousers		2 years
Warm cap		2 years

Note :- Laces supplied with black boots may be renewed after six months if replacement is certified as necessary by a Survey Committee.

(2) If any article of clothing mentioned in the statement above is held, after formal enquiry, to have been rendered unserviceable within the prescribed period through ordinary wear and tear and not through unfair usage, it shall be replaced at the expense of the clothing fund under the orders of Deputy Inspector General.

(3) Of the three issues of khaki kurtas and knicker bockers, required by rule 4.8 to form part of a full kit, one shall be kept for wear as full dress when ordered the other two shall be in wear for ordinary duties, to permit of each being washed as required. One twill shirt and one pair shorts shall be issued new every year, the second issue, prescribed by rule 4.8 and required to be shown at kit inspection, being that of the previous year. Two Khaki puggris complete with Jhallars and khaki khullah should be issued new every year to Drill Instructors.

(4) Efforts should be made to make all renewal issues of articles of Clothing and Equipment due in any one year at one time, at least to men stationed at places other than district

headquarters. This will present no difficulty in cases in which duration periods are fixed in terms of whole years. In other cases renewals should be so regulated as to bring the duration period to terms of whole years, i.e. Kurtas and Pantaloons which have a life of 2½ years should be renewed after 2 years/3 years/2 years and so on alternatively.

4.12. Extra issue for reserves. - (1) (a) Men posted to the 1st and 2nd Armed Reserves and Tear Smoke squads shall be issued with the following articles in addition to those contained in their full kits :-

First and 2 Reserves	1 Khaki Pagri
	1 Khaki fringe
	1 Khaki kullah of the prescribed pattern
	2 White vests
	1 Pair of white canvas shoes
	1 Durree
	1 Mosquito net
	1 Haversack
	1 Water bottle
	1 Khaki shirt
	1 Khaki drill B.D. trousers
	1 Pair of canvas gaiters
Tear Smoke Squads:	1 Khaki pagri
	1 Khaki fringe
	1 Khaki Kullah of the prescribed pattern
	2 white vests
	1 Pair of white canvas shoes
	1 Durree
	1 Mosquito net
	1 Haversack
	1 water bottle
	1 pair of shirts
	1 Twil shirt

The safa Khaki fringe, kullah, Khaki shirt, trousers, B.D. Khaki drill, the pair of canvas gaiters, durree, mosquito net, haversack and water bottle shall be withdrawn on a man's transfer from the reserve for issue to his relief. The Khaki shirt, trouser, B.D. Khaki drill and the pair of canvas gaiters, if found unserviceable at the time of their surrender shall be sold as old stores. In the case of men posted to the Tear Smoke Squad the two most serviceable of the 3 issues of shirts and shorts, which a man will possess while in the squad, shall remain, on his transfer from the squad, as part of his full kit, the least serviceable issue being withdrawn to be sold as old stores.

(b) The Upper Subordinates posted to reserves shall be issued with one Khaki pagree, one Khaki Kullah, one Khaki Shirt and one pair of Khaki shorts provided that they served in such posts for a period of at least four months in any one financial year.

(2) Extra clothing authorised by this rule may be maintained in districts on a scale sufficient for the Ist and 2nd reserves.

(3) Every directly appointed probationary upper subordinate shall be supplied at the

Police Training School with full uniform - every article of which shall be inspected by the Principal or a gazetted officer. He will also be supplied with the articles mentioned in clause (4) below.

(4)(a) All Upper and Lower Subordinates deputed from districts to the Police Training School shall take with them their full uniform, kit accoutrements including ammunition pouches and haversacks, durrie, and the following articles to be issued to them in their districts at the expense of the clothing fund. These extra articles will be returned by them when they return from the Police Training School; serviceable articles will be transferred to the old stock for re-issue and unserviceable articles will be auctioned :-

Khaki safa	1
Khaki Shirts (for lower subordinates)	2 (One of these two shirts shall be with full seleves so that men posted on guard duties, garrison duties and miscellaneous duties can roll down sleeves after retreated to prevent mosquito bites)
Bush shirts (for Upper Subordinates)	2
Khaki pattis (for Head Constables and Upper Subordinates)	1
Khaki shorts	2
Kulla	1
Safa Fringe	1
White canvas shoes	1
Cotton stockings	1 pair
Cotton vests (white)	2
Breeches	(2 pairs to Head Constables deputed annually to the Police Training School, Phillaur, for the Intermediate Class) (One pair to directly appointed probationary upper subordinates)
Thick knitted vest	1 (Winter Season only)
Half pattis (cotton) and footless hose (woolen)	1 pair

(b) In the case of students of the drill instructors class detained temporarily at the Police Training School as assistant drill instructors (on district strengths) a second issue of any or all of the extra articles mentioned in clause (a) above shall be made by Superintendents of Police at the request of the Principal, Police Training School, irrespective of the normal periods of wear prescribed by Police Rule 4.11(1).

(c) Students and members of the staff will wear a fatigue cap in class. The Principal will direct on what other occasions a fatigue cap will be worn and on what occasions, such as formal parades and guard duties, the formal pugree shall be worn. The fatigue headwear will be issued by the Principal.

In the case of Sikhs a small "Pugree" made of two yards of cloth will be worn.

(d) The undermentioned extra articles of uniform will be issued additional to normal kit to Head Constables on the Drill Staff of the Police Training School, Phillaur, and to all lower subordinates employed in the Drill Staff at Recruits Training Centres :-

1.	Puttis Woollen (to the Assistant Riding Master, Police Training School, Phillaur, only)	1
2.	Khaki Kullah	1
3.	Physical Training vest (thin)	1
4.	Physical Training vest (thick)	1
5.	Socks	2 pairs

6.	Belt Waist Black (leather)	1
7.	Chevrons	1 pair

The duration period of the khaki kurta in the case of Drill Staffs will be 1½ years instead of 2½ years as fixed under Police Rule 4.11(1).

Note :- Armourers and Assistant Armourers will, in addition to their kits, be issued with a khaki pagree, a khaki fringe and a khaki kullah of the prescribed pattern as issued to men of the Armed Reserves.

[1](e) In addition to the normal kit prescribed in rule 4.6(1) and 4.8 and the additional articles provided for Drill Instructors as prescribed in rule 4.8 and 4.12(4)(d), one extra set of uniform consisting of under mentioned articles will be issued to all NGOs and OR's working as Drill Instructors in the various Police Units of the States :-

Serial No.	Non-Gazetted Officers	Number of issues	Serial No.	*Other ranks* Name of articles	Number of issues
1.	Tunic	1	1.	Kurta	1
2.	Bush-shirt	1	2.	Shirt	1
3.	Short	1 pair	3.	Short	1 pair
4.	Kullah (for Non-Sikhs) Head band (for Sikhs) of Red Salu cloth	1	4.	Kullah (for non-Sikhs), Head band of Red Salu cloth (for Sikhs)	1
5.	Socks	1 pair	5.	Socks	1 pair
6.	Boots	1 pair	6.	Boots	1 pair
7.	Jhallars	1	7.	Jhallars	1
8.	Canvas Shoes	1 pair	8.	Canvas shoes	1 pair
9.	Cotton Vest	1	9.	Cotton vest	1
10.	Putties half (Woollen)	1 pair	10.	Putties half (Woollen)	1 pair
11.	Hose-tops (woollen)	1 pair	11.	Hose-tops (woollen)	1 pair
12.	Safa Khaki	1	12.	Safa khaki	1
13.	Khaki Sikhs (for inspectors only)	1	13.	Thick knitted vests	1
14.	Thick knitted Vest	1			

4.13. Issue of haversacks. - Harversacks, according to muster pattern, shall be issued to police stations and outposts at the rate of one per constable. In addition, a number equal to five per cent of the total strength of constables sanctioned for the district, less the number sanctioned for municipalities and cantonments, shall be kept in the Lines stores, for the use of reserves and otherwise as required.

4.14. Clothing to be stamped. - Every article of clothing before being issued shall be stamped with the district cypher, the year of issue and the constabulary number of the Lower subordinate to whom it is issued.

Kurtas, cardigan jackets and great coats shall be stamped on the inside of the neck band;

1. Clause (e) added vide correction slip No. 141 dated 23.1.1963

s*afas, safa* bands; fringes and *Kamarbands* on one end, knickerbockers and shorts on the waist band, *kullas* on the inside and haversacks in front, below the flap; *pattis* shall be stamped on the inside of the end to which the tape is attached, so that the mark may be concealed by the tape, when the *patti* is worn, but may be visible at kit inspections.

4.15 Statement showing the issue of clothing. - A statement shall be prepared annually and hung up in the office of the Superintendent showing the issue of clothing made during the two previous years and proposed during the ensuing three years.

4.16. Receipts for articles issued. - An account of clothing shall be kept in a personal ledger account in Form 4.16. Sufficient pages will be allotted to each man for a period of 8 years, and all issues of articles of clothing shall be entered as made. Separate receipts shall be obtained for issues to men posted away from Headquarters in Form No. 4.16 and necessary entries shall be made in the ledger on their receipt. This will enable the date of the previous issue of any article to any particular man to be readily ascertained. These folios will be maintained for sixteen years.

4.17. Issue of Khaki coats to orderlies. - Superintendents may maintain a suitable number of khaki drill coats, of a pattern to be approved by the Inspector-General, for issue to men employed as personal orderlies to gazetted officers. Such coats shall be withdrawn when a man ceases to be an orderly; they shall be renewed as needed.

Orderlies employed by officers as motor drivers may be issued with the following special uniform :-

Serial No.	Particulars of articles to be issued	Quantity	Pattern of uniform	Duration of wear
1.	Shirts, khaki twill	2	As for lower subordinates	1 year
2.	Shorts, khaki drill	2 pairs	Ditto	18 months
3.	*Patties*, cotton	1 pair		18 months
4.	*Safa*, khaki *malmal*	3	As for 1st armed reserve	1 year
5.	*Kulla* khaki	1	Ditto	1 years
6.	Fringes, khaki	1	Ditto	1 year
7.	Boots	1 pair	As for upper subordinates	5 years
8.	Apron for motor cleaning (blue)	1	. .	2 years
9.	Slacks khaki drill	2 pairs	As for military drivers	18 months
10.	Jersey, warm	1	As for lower subordinates	3 years
11.	Warm gloves (leather)	1	As used by the Tank Corps	2 years
12.	Warm Patties	1 pair		2 years
13.	Double breasted coat (khaki), drill cloth, four yards, 27 inches sewing charges, Rs. 2	2	As used by Chauffeurs	2 years
14.	Great coat (cloth 3 yards)	1	As for lower subordinates, but fuller cut below waist	5 years
15.	Buttons for coat, Khaki	8	As for lower subordinates	. .
16.	Buttons for great coat	8	Ditto	. .

4.18. - Articles of clothing issued to lower subordinates are property of Government. - All clothing issued to lower subordinates at the expense of the clothing fund is the property of Government.

4.19. Number of kits to be maintained. - (1) Full kits corresponding to the number

of lower subordinates sanctioned for the district shall be maintained; provided that no kits shall be kept for men solely for duties for which uniform is not required.

(2) When the general issue of any article forming part of a full kit, which is in store on account of vacancies or otherwise raises the number of such articles in that kit above the scale laid down in rule 4.8, the issues of earliest date shall be withdrawn and added to the old clothing in stock.

(3) Full kits, up to the number sanctioned by the Deputy Inspector-General, may be maintained in each district for additional police. A note of the number of such kits authorized to be kept shall be made at the beginning of the English stock book of clothing.

4.20. Repairs of clothing. - Repairs of clothing shall be carried out by the tailor with materials of the standard pattern issued from the clothing store. The cost of repairs due to fair wear and tear shall be borne by the clothing fund but the cost of repairs due to negligence shall be recovered from the individual responsible.

4.21. Disposal of time expired clothing. - (1) Time expired clothing, other than those articles of which the period of wear has been extended in accordance with rule 4.11(1), shall invariably be called in and surveyed. The most serviceable articles should be taken into store, and either kept as surplus stock to replace losses, or issued to the tailor to be converted into *bastanis* or shorts, or re-issued as recruits' or additional police clothing. Articles not required or unfit for use as above shall be sold for the benefit of the fund. Such of the unserviceable articles as are suitable for the purpose may be used for cleaning Government vehicles, buildings, arms and ammunition on charge of the Police Department.

(2) A flat rate may be fixed by the Superintendent of Police, at which upper and lower subordinates may purchase for their own use single articles of time expired clothing offered for sale, but all sales outside the force or in bulk shall be by open auction.

(3) Distinguishing features shall be removed from all articles of uniform before they are sold.

4.22. Clothing deductions. - The Lines Officer shall furnish to the Superintendent by the 20th of each month a complete list in duplicate of all recoveries which have become due from police officers since the twentieth of the preceding month on account of repairs or replacement of uniform and the sale of time expired clothing or materials from the store. The Superintendent shall cause an order to be entered in the order book, authorizing the recoveries to be made from the police officers concerned. Recoveries shall be made in pay bills as provided in rule 10.87 under the responsibility of the orderly Head Constable and Accountant.

4.23. *Deleted.*

4.24. Replacement of articles destroyed or lost. - (1) Articles of clothing destroyed on sanitary grounds, or in the course of duty, may be replaced at the expense of the clothing fund. The clothing of police officers who contract contagious diseases shall be isolated at once, and disinfected or destroyed according to the advice of the Civil Surgeon.

When uniform clothing is damaged in apprehending an accused person the court having jurisdiction shall be asked to allot compensation from any fine which may be realized on the conviction of the offender.

(2) If an article of clothing is held, after due enquiry, to have been lost by neglect, or rendered unserviceable otherwise than by fair usage, it shall be replaced either by transfer

of a serviceable article from the spare clothing in stock, or by the purchase of a new article, and the value thereof shall be recovered from the officer concerned by monthly deductions from his pay. The instalments shall be fixed by the Superintendent of Police at such figure as he considers reasonable in view of the pay of officer concerned.

(3) When a lower subordinate dies any article of clothing found to be missing shall be similarly replaced and its value recovered from the estate of the deceased officer.

(4) An article of clothing issued under sub-rules (2) and (3) above shall be stamped with the year in which the last regular issue of such article was made and shall be treated as though it was part of the regular issue.

4.25. Surrender or kit. - (1) (a) When a lower subordinate ceases to be a member of the force from any cause or is promoted to upper subordinate rank he shall surrender a full kit.

(b) Except when transferred from Kangra district to some other district and *vice versa*, a lower subordinate shall also surrender a full kit less boots and chaplis on transfer from one district to another district. In case of transfer from Kangra district to another district and *vise versa* he shall take his kit with him to the new district and the District Superintendents of Police concerned shall exchange the relevant records. Otherwise, he shall retain and take boots and chaplis with him to the new district. The new district shall furnish his old district with a pair of boots and a pair of chaplis in exchange.

(c) The value of any articles found to be missing or unserviceable shall be recovered in accordance with the provisions of rule 4.24.

(2) All kits surrendered under this rule shall be returned to store and after necessary repair and cleaning, shall be made up into separate bundles and ticketed with a label showing the height and chest measurement to fit which the kit is made.

4.26. Kits of absentees. - (1) The kit of lower subordinates proceeding on leave, absent without leave, or admitted into hospital, shall be deposited in the clothing store or the store room of the police station to which they are posted. Kits of men posted on duty of other than a purely temporary nature, on which uniform is not required, shall be similarly deposited.

(2) Separate spaces shall be allotted in the headquarters store for each class of kit in deposit, *viz*., vacancies, leave sick, absentees, plain clothes duty, etc.

(3) All kits in deposit shall be clearly labelled with the name, rank and number of the man to whom they belong, and the date of deposit; in the case of kits of vacancies the height to fit which the kit is made, shall be entered instead of the name.

4.27. Approved firms and contractors. - (1) The Inspector-General will from time to time publish in the Police Gazette the names of contractors from whom clothing and material are to be purchased, the rates to be paid and terms of the contract.

(2) A printed statement, showing all approved items of clothing and equipment, other than equipment supplied by the Ordnance Department, their source of supply, price and other particulars, is obtainable from the office of the Inspector-General of Police. One copy of this list shall be maintained by each range Deputy Inspector-General and two copies by each Superintendent of Police, for use in office and in the lines. Corrections in the list shall be made by hand, as alterations in orders regarding clothing and equipment are notified by the Inspector-General.

(3) The statement referred to above will show the maximum rates authorized by the Inspector-General for making up articles of clothing from materials issued to the tailor from

store. Rates within these maxima shall be fixed for each district, with the approval of the Deputy Inspector-General, and entered in red ink below the maximum rates in the printed statement.

(4) Supplies of clothing and other material shall be obtained from the Indian Stores Department where this is more economical than purchase in the open market.

4.28. Goods to be surveyed. - (1) All goods delivered by contractors, including new clothing delivered by the lines tailor after being made up, shall be surveyed by a committee consisting of a gazetted officer, an inspector and a sub-inspector.

(2) Such committee shall have all packages received from contractors opened in its presence and shall satisfy itself that the consignment is complete in quantity and according to the muster pattern in quality.

(3) The committee shall prepare and sign a report in Form 4.28(3) either accepting the consignment as correct (in which case, beyond signing the consignor's delivery voucher or corresponding document, no action is necessary) or rejecting it in whole or in part. In the latter case, the report, with full reasons for the committee's opinion and a fair sample of the goods rejected, shall be sent, with the muster pattern, to the Deputy Inspector-General for orders. The Deputy Inspector-General's decision shall be final, unless in any case the terms of the supplier's contract require a reference to higher authority. When shortage in quantity only is found by the committee, the discrepancy shall be reconciled by direct correspondence with the consignor, the matter being referred to the Deputy Inspector-General, if agreement cannot be reached.

4.29. Contracts with firms and Lines' tailors. - (1) When articles of uniform are to be supplied by firms or suppliers, an agreement shall be entered into, in standard Form 4.29(1) between the contractor and the Inspector-General of Police on behalf of the Secretary of the State for India. The same form may be used for contracts for the supply of other articles, such as beds or boxes, required to be manufactured locally according to the standard pattern. Contracts in this form can only be entered into by the Inspector-General of Police and not by a Superintendent of Police.

(2) All Lines Tailors, who are already employed, or may hereafter be employed, as such, shall be required to submit to the Inspector-General of Police through the Superintendent of Police a tender for services to be rendered by them in Form 4.29(2) A, and they shall also execute an indemnity bond in Form 4.29(2) B. After the tender has been accepted by the Inspector- General of Police, it will be returned to the Superintendent of Police for record in his office and the Superintendent of Police shall supply a duplicate attested copy of it to the tenderer.

4.30. Grant and wearing of medals and decorations. - (1) Orders regarding the grant of civil decorations are contained in Chapter XV, Order regarding the wearing of decorations and medals are contained in Appendix 4.1. Superintendents are responsible that all police officers serving under them who are in possession of any decorations or medals to which they are entitled are properly mounted according to the regulations referred to above. Brooches for medal ribbons, and for mounting medals, when more than one is to be worn, may be issued to upper and lower subordinates as an initial issue at the expense of the clothing fund. Spare ribbon is supplied with medals when issued. Replacements of brooches shall be at the cost of the individual concerned. Medal ribbons which as a result of fair wear and tear require replacement shall be replaced at the expense of the clothing fund, otherwise at the expense of officers.

(2) Decorations and medals shall invariably be shown at kit inspections.

4.31. Replacement of lost medals. - (1) If a police officer loses his war or other medal, a Board consisting of the Superintendent as President, and two upper subordinates as members, shall make enquiry and submit a report in Form 4.31. If such medal was lost on duty and from causes entirely beyond the control of the police officer concerned, the Board may recommend the supply of a new medal at the public expense. It is necessary that the replacement of medals should be carefully safeguarded, and it is seldom that they can be permitted to be replaced at the public expense. Loss by theft, loss of baggage, due to defective fastening and the like, is not to be considered as replaceable at the public expense. When a police officer wilfully, or by culpable neglect, makes away with or loses a medal, the loss shall be dealt with as a criminal or disciplinary offence, according to the circumstances, and, if such police officer is held guilty and punished, he shall be required to serve three years clear of a major punishment before he can be recommended for the grant of a new medal at his own expense; in such cases the period of three years will commence from the termination of the punishment.

(2) All recommendations under this rule shall be submitted through the Deputy Inspector-General to the Inspector-General.

4.32. Indents for medal ribbon. - (1) Indents for war medal ribbon required for police officers shall be prepared in the prescribed Indian Army Form, copies of which can be obtained from the Army Clothing Department, through the Central Police Office, and shall be submitted by Superintendents of Police in time to reach the Inspector-General by the 1st March in each year. Such indents shall bear D.E.O.S. Memo No. 65579-Q. 14.J., dated the 28th March, 1927, as authority, and shall show the correct description of ribbons required. In doubtful cases samples should accompany the indent. Nine inches is the minimum quantity of medal ribbon which may be indented for. A consolidated indent will be prepared in the Central Police Office for the whole province and forwarded to the Chief Ordnance Officer, Shahjahanpur on or about the 1st April in each year. The ribbon indented for will be supplied by the Chief Ordnance Officer, Shahjahanpur, direct to the Superintendents of Police concerned, who should accept the consignments after duly checking them, and sign and return the receipt vouchers.

(2) Ribbons for the King's Police Medal, the Indian Police Medal and the Delhi Darbar Medals, 1902 and 1903, shall be obtained on payment from G.M. Chowdri, Ludhiana.

4.33. Cash account of clothing fund. - The cash account of the clothing fund shall be kept in the manner prescribed by rules in Chapter X.

4.34. Registers and accounts to be kept. - Each Superintendent shall maintain the following accounts :-

(i) An account of the material and cost of making up such articles of clothing as are not bought ready-made, in a register in Form 4.34(1). This register furnishes a check on the expenditure of material from store, and also shows the cost of any particular issue of made-up articles.

Separate pages shall be given to each description of article. On one side shall be shown the amount, rate of cost, and total value of each issue of material to the tailor or other contractor. On the other side of the register shall be entered the number, cost per article and total cost of each consignment of finished articles, handed in by the tailor or contractor and transferred to the stock of made-up clothing.

The cost of each made-up article is the cost of the amount of material required, according to the prescribed scale, for making it up, together with the authorised tailoring charges. To balance the two sides of the register it is necessary to add on the issue side, in column 4, the amount of the tailoring charges. The balance shall be struck when each transaction is completed by the deposit of clothing into stock, and shall be initialled by a

gazetted officer. This account shall be kept in English by the head clerk. Each book after completion shall be preserved for five years.

(ii) A clothing stock account in English of new articles of clothing and materials received and issued shall be kept by the head clerk in Form 4.34(ii) and shall be preserved for ten years, receipts shall be entered when the committee proceedings prescribed by Police Rule 4.28(3), duly endorsed by the clothing head constable that the articles passed have been taken on stock, and accompanied by the bill if possible, similarly endorsed, are received in the English Office. After entering the articles enumerated in the committee proceedings in his stock book 4.34(ii) the head clerk will endorse the proceedings accordingly and also the bill if it accompanies them. He will then pass the papers to the accountant for payment orders.

Once a week clothing head constable will produce his register and forms 4.16 and 4.35 to the head clerk and the latter will check and enter the total issues of each article during the past week in his own clothing stock book From 4.34(ii). Issues on payment will, however, be entered separately, in accordance with note 2 at the bottom of Form 4.34(ii). To support entries of issue of cloth or other materials to the tailor, the clothing head constable will produce to the head clerk the sanction of a competent officer. As a safeguard against a second issue on this sanction the clothing head constable will endorse the sanctioning order with the quantity and date of issue at the time of making the entry in the register. The head clerk will check this endorsement and add his endorsement that entry has been made in his own stock book, thereafter returning the papers to the clothing head constable.

Every new article of clothing, whether received readymade, or made up locally from material issued from stock shall be brought on the clothing stock back over the signature of a gazetted officer prior to issue, separate pages being assigned to each description of article. The addition of stock of all consignments of material received shall also be initialled by a gazetted officer.

4.35. Vernacular stock account of clothing and equipment. - A verncular stock account and equipment, both new and second hand, and of complete kits of men on leave, etc., shall be maintained in Form 4.35 by the clothing clerk, head constable and preserved for five years. This stock account shall be divided into three parts, as follows :-

Part 1 - *Made-up clothing*. - In the remarks column of the register a reference to the stock account prescribed in rule 4.34(1) shall be given.

Part 2 - *Second hand clothing and equipment received for sale or destruction* - In the remarks column a reference to the order of the gazetted officer directing the sale of destruction shall be given, and also the sale- proceeds, with the number and date of the receipt issued under rule 10.14(1).

Part 3 - Complete kits of men on leave, sick in hospital, on special duty in other districts, etc., and kits stored on account of vacancies.

Each issue made to an individual shall be assigned a separate line, and the account shall be balanced on the last working day of each month and certified as correct by the reserve inspector, or, where no reserve inspector is posted, by the Lines Officer.

4.36. Verification of stock by a gazetted officer. - All stocks of materials, made-up clothing and old clothing in stock shall be verified on the 31st March of each year by a gazetted officer, and the results of such verification shall be recorded in the stock register concerned over the dated initials of such officers.

4.37. Statement of transactions of clothing fund - (1) At the end of each financial year statements exhibiting the transactions of the clothing fund for the past year shall be prepared in each district in Form 4.37(1) A and B and entered in the cash-book after the

balance for the year in question. A copy of the balance sheet of the Clothing Fund shall be submitted to the Inspector- General of Police.

(2) Deputy Inspectors-General after inspecting districts will forward to the Inspector-General a copy of their remarks on the condition of the clothing fund.

APPENDIX NO. 4.1

PART I

Uniform for Officers of The Indian Police

Review order

Helmet - Wolseley pattern, covered with khaki. No metal fixings. Brown leather chin strap 3⁄8 inch wide.

Pagri - A pagri of six folds of khaki with a dark blue flash, a quarter of an inch wide, at the top, between the helmet and pagri; the whole when tied not to exceed three inches in width.

Note :- As an alternative to the helmet, Indian Officers may wear a pagri of Khaki silk with a blue edge and gold *lungi* ends; a kullah, when worn, should be of gold to match. Burmese officers may similarly wear a *gaung-baung*.

Jacket; Khaki gaberdine[1] single-breasted, cut as a lounge coat to the waist, very loose at the chest and shoulders but fitted at the waist. Military skirt to bottom edge. A silver-plated hook on each side at the waist. Collar to be cut as in an ordinary civilian lounge coat. Two cross patch breast pockets above 6½ inches wide and 7½ inches deep to the top of the flap, with a 2¼ inches box pleat in the centre fastened at the top with a small Indian Police pattern button; flap, with buttonhole to cover pocket 2¼ inches deep and 6½ inches wide. Two expanding pockets below the waist (pleats at side) 9¼ inches wide at the top, 10½ inches at the bottom. 8 inches deep to the top of the pocket, fastened at the top with a small Indian Police pattern button; flap, with buttonhole, to cover pockets, 3½ inches deep and 10¾ inches wide; the top of the pockets to be tacked down at the corners in such a manner that the pocket, can be expanded at the top also if necessary. Inside watch pocket, fastened at the top with a small Indian Police pattern button; flap, with buttonhole to cover pocket 2¼ inches deep and 6½ inches wide. Four medium Indian Police pattern buttons down the front. Points cuffs, 5 inches high at the point and 2½ inches behind. Shoulder-straps of same material as garment, fastened with a small Indian Police pattern button. The jacket to be worn with a soft khaki-collar and shirt and dark blue silk sailor-knot tie. A plain gold safety pin may be worn under the tie to keep the soft collar in place.

Breeches - Khaki woollen[2] , Bedfor cord, strapped with buckskin to match.

Boots - Brown field, soft legs, stiffened to a depth of 4 to 6 inches from the top, laced at the instep, with nine pairs of eye-let holes, brown leather garters; no gusset and straps at the top of the leg and no toecaps.

Spurs - Light hunting, with steel chains, brown straps and shields.

Belt - Sam Browne of army regulation pattern, but with white metal mountings.

Sword - Straight Infantry pattern, with half basket hilt in white metal, and device "I.P." and crown.

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1. Samples of Gaberdine of approved shade will be kept on view at the India Store Depot, Belvedere Road, Lambeth, S.E.I. Indian Police Officers recruited in England when ordering uniform should impress upon the makers the necessity for consulting the India Store Depot regarding the correct material, shade, etc. Samples will also be sent to all local Governments.
2. Samples of Wollen Bedford cord of approved shade will be kept on view at the Indian Store Depot Belvedere Road, Lambeth, S.E.I. Indian Police Officers recruited in England when ordering uniform should impress upon the makers the necessity for consulting the Indian Store Depot regarding the correct material, shade, etc. Samples will also be sent to all local Governments.

Sword Knot. - Brown leather, with acron.

Seabbarad. - Brown leather, infantry pattern.

Whistle. - Of the usual Police pattern, to be worn attached to a khaki lanyard and carried in the left breast pocket.

Badges - Silver metal.

Inspector General	One crown and two stars.
Deputy Inspector-General	One crown and one star.
Superintendent in receipt of basic pay of Rs. 950 a month and over, provided that a Superintendent promoted from the provincial police service shall be entitled to wear a crown from the date the directly recruited officer of the Indian Police next below him on the provincial cadre becomes entitled to wear the same	One crown.
Superintendent (whether substantive or officiating) in receipt of basic pay of less than Rs. 950 a month,	Three Stars.
Assistant Superintendent	Two Stars.
Probationary Assistant Superintendent	One Star.

The crown to be one inch broad. The stars to be of the "Star of India" (five pointed) pattern and one inch broad.

Officers of all ranks will wear a silver departmental badge "I.P." in half inch block letters at the base of the shoulder strap.

The following additional articles of the uniform and equipment should be provided and worn when special circumstances or orders so direct.

Trousers (slacks). - Khaki gaberdine to match jacket, Army regulation pattern. (See Note 1. Review Order).

Boots. - Ankle, plain brown leather, with plain toe-caps. To be worn with trousers.

Belt. - Second shoulder strap to Sam Browne belt. To be worn when revolver is carried.

Revolver or (at the option of each officer) an *automatic pistol* with brown holster and ammunition pouch.

Forage cap. - Dark blue cloth with three cloth welts, $4\frac{1}{4}$ inches total depth, diameter across the top $10\frac{3}{8}$ inches for a cap fitting $21\frac{3}{4}$ inches in circumference, the top to be $\frac{1}{8}$ inch larger or smaller in diameter for every $\frac{1}{4}$ inch by which the cap may vary in size of head above or below the before-mentioned standard *e.g.* for a cap $22\frac{1}{4}$ inches in circumference, the diameter across the top to be $10\frac{5}{8}$ inches, and for a cap 21 inches in circumference, the diameter across to be 10 inches. The sides to be made in four pieces and to be $2\frac{1}{8}$ inches deep between the welts. A band of black mohair oakleaf lace $1\frac{3}{4}$ inches wide to be placed between the two lower welts. Indian Police pattern badge to be worn in the centre of the band in front. The cap to be set up on a band of stiff leather or other material $1\frac{3}{4}$ inches deep. Chin strap of black patent leather $\frac{3}{8}$ inch wide buttoned on to two gorget buttons of Indian Police pattern placed immediately behind the corners of the peak.

The peak of the cap will be of the following pattern :-

For Inspector-General	Patent leather, embroidered all round with plain silver embroidery. Depth in the middle 2 inches. To drop at an angle of 45 degrees.
For Deputy Inspector-General and Superinten-	

dents in receipt of basic pay of Rs. 950 a month and over, provided that a Superintendent promoted from the provincial police services shall be entitled to wear a peak of this description from the date the directly recruited officer of the Indian Police next below him on the provincial cadre becomes entitled to wear the same	As for Inspector-General but embroidered on front edge only.
For all other officers	Plain patent leather peak.

To be worn with a Khaki cover of same material and shade as jacket.

Overcoat. - Drab mixture cloth, milled and waterproofed; double-breasted to reach to the point of the knee, 18 to 20 inch slit at the back with small saddle flap. Turn-down collar 2½ inches deep, with lapel and step, fastening with one hook and eye. Four large buttons on each side, three to button and one under turn. Two bottom pockets with flap; one inside breast pocket at each side; sword slit at left side; loose turn back cuffs of single material 4½ inches deep; shoulder straps of the same material as the garment fastened with small buttons. Badges of rank and buttons in silver metal. The collar is provided with a cloth tab to button across the opening at the throat when repaired. The coat is lined with drab flannel.

Note :- It is at the option of individual officers to provide themselves with this article of uniform where the climate renders it necessary.

Serge Jacket and Serge Trousers. - Where the climate renders these desirable officers may also provide themselves with jacket and trousers made of drab serge.

WORKING DRESS

Working Dress :- Uniform is of the same pattern as for *Review Order* but in place of gaberdine and woollen cord, drill will be used for the jacket and slacks and cotton Bedford cord for the breeches.

The helmet, boots, belt, sword, scabbard, sword-knot, pistol, whistle, badges and forage cap, etc., are the same as for *Review Order*.

MESS DRESS - COLD WEATHER

Mass Jacket - Dark blue cloth, pointed cuffs, 5 inches high at point and 2½ inches behind, of the same material, Roll Collar of black silk. Shoulder-straps of blue cloth tacked under the collar, with badges of rank as in Review Order but without shoulder letters. Miniature medals and decorations to be worn on the left lapel, one inch below the point of the shoulder, over-lapping if necessary, but not projecting beyond the lapel. Collar bages should be placed ¾ inch below the medals.

Mess Waistcoat - White marcella, corners cut away, open at the front and without collar, to be fastened with 4 small Indian Police buttons 1⅛ inches apart.

Collar and necktie - Collar, plan white linen, with black tie.

Overalls - Dark blue cloth of the same shade as that of the jacket with two stripes of ¾ inch plain mohair braid ¼ inch apart down the outside seam. Black leather foot-steps with steel buckle

Boots - Wellington, black, patent leather.

Spurs - Box, with plain rowels.

Forage Cap - As in Review Order, but with a white cover.

Badges - Of same size as in Review Order.

MESS DRESS - HOT WEATHER

Mess Jacket - White drill, without braid or buttons, Roll Collars, Shoulder- straps of similar material with a small Indian Police pattern button at the top. One inside breast

pocket, Sleeves cut plain with pointed cuffs 5 inches high at point and 2½ inches behind, Badges of rank and collar badges as in cold weather mess dress.

Waistcoat - As in cold weather mess dress.

Note :- Where the climate renders this desirable officers may wear a plain dark blue silk Kamarband in place of waistcoat.

Collar and necktie :- As in cold weather mess dress.

Overalls - White drill with black leather foot-straps, or as for cold weather, according to climate.

Boots, Spurs and Forage Cap - As in cold weather mess dress.

HORSE FURNITURE

Bit - Universal

Bridle - Ordinary double

Girths - Dark blue

Saddle - Ordinary hunting, fitted with necessary nickel D's.

Frog - Of brown leather, attached, to the shoe case (near side) for carrying the sword scabbard; shoe case fitted with a leather steadying strap.

Note 1 :- Officers in possession of full dress uniform on the date of the issue of these regulations, may continue to wear it on such occasion as presentations at Court, levees and weddings. Other officers are not permitted to purchase full dress uniform and should wear at Courts and evening State functions, either Alternative Dress or Velvet Court Dress (old style) as laid down on pages 5 and 6 of the office of the Secretary to the Governor-General (Public) notification No. F-9/1/11/36-Public (G), dated the June 30th, 1937. In no case should full dress uniforms be worn on duty.

Note 2 :- No officer, now in the service, will be required to provide himself with any article of the new uniform until the corresponding article of his present equipment is worn out.

Note 3 :- Such modifications in the working dress but not Review Order or Mess Dress, as may suit local circumstances may be permitted by local Government or Administrations for informal work. Such orders might authorise, for example, the wearing of water proofs, putties, leggings, khaki-ties, Cawnpore Tent Club helmets, Jodhpur breeches, shorts drill uniform etc.

Note 4 :- On ceremonial occasions such as those on which military officers wear their medals with field service uniform, Police officers should wear medals and decorations with khaki working dress.

Note 5 :- The cloth for the overcoat must vary in different provinces. Provincial samples of overcoat cloth will be on view at the Indian Store Depot, Belvedere Road, Lambeth, S.E.I.

Note 6 :- Trousers and ankle boots will be worn when on dismounted duties where complete Review Order is undesirable *e.g.*, when escorting H.E. the Viceroy or Governor of a province by train.

Note 7 :- The Forage cap will be worn with Review Order when the occasion renders the wearing of a helmet unnecessary, *e.g.*, on evening duties, etc.

Note 8 :- The revolver and ammunition pouch will not be worn with Review Order unless specific orders are issued. In circumstances where the carrying of this weapon is necessary but should be ostentatious, it should be carried in the breeches or trousers pocket.

APPENDIX

The Indian Police Device for use on badge and on buttons.

SEAL

Badges

For Cap. 1⅝ inches in height.

For collar, 1¼ inches in height.

Buttons

Convex, die struck and embossed

Large	40 lines.
Medium	30 "
Small	24 "
Gorget	20 "

PART II

GAZETTED OFFICERS - STATE SERVICE

[1. The Superintendent of Police (Wireless), Punjab shall wear the same uniform and badge of rank as worn by Superintendent of the Indian Police Service.][1]

2. Deputy Superintendents and probationers shall wear the same uniform and accoutrements and use the same house furniture as officers of the Indian Police Service, except as follows :-

(a) *Police device badges* - The existing pattern cypher "P.P." surmounted by State Emblem.

(b) *Button* :- The existing pattern with cypher "P.P." surmounted by State Emblem.

(c) *Letter badges* - Half-inch silver block letter "P.P.".

3. *Badges of Rank.* :- Deputy Superintendents of Police shall wear the following badges of rank :-

(a) Deputy Superintendents of Police under training or with less than two years service as Gazetted Officers	One Star
(b) Deputy Superintendents of Police with less than five years service as Gazetted Officers but not less than two years service as Gazetted Officers and (i) not incharge of sub-Divisions nor (ii) holding posts of equivalent rank referred to in para (c) below.	Two Stars
(c) Deputy Superintendent of Police incharge of Sub-Divisions or holding posts at the	

1. Para 1 added vide correction slip No. 147 dated 6.5.1963 after renumbring the existing paras 1 and 2.

State Police Headquarters which are certified to be of equivalent status, or of five years service as Gazetted Offices or more. | Three Stars

PART III

HORSES

All gazetted officers, except Prosecuting Deputy Superintendents, shall provide themselves with at least one horse not less than 14 hands one inch in height for mounted duties, unless specially exempted from doing so by the Inspector-General.

PART IV

UPPER SUBORDINATES

(1) Full Dress -

[(a) Coat :-

(i) *For Inspectors* :- Of Khaki drill of the same shade as that prescribed for lower subordinates and of similar pattern to the Khaki working dress frock prescribed for Gazetted Officers, except that the collar shall be open to wear khaki tie. To be cut loose so as to permit to warm under, clothing being worn during the winter.

(ii) *For Sub-Inspectors and Assistant Sub-Inspectors* - Of the same specifications as above except that the collar shall be rolled fastening at the neck with hook and eye.][1]

(b) *Riding breeches* - Khaki drill.

(c) *Gaiters for Inspector, Sergeants and Sub-Inspectors only* :- Black leather spring leggings, fastening with a strap at the top.

(d) *Half puttis (cotton) and footless hose (woollen) for Assistant Sub-Inspectors* - only - Khaki half puttis and footless hose of the approved pattern.

(e) *Brown leather ankle boots* - Brown service boots with light soles and no heel tips of the approved pattern procurable from Messrs. Copper Allen and Co., Cawnpore.

(f) *Spurs (for Inspectors, Sergeants and Sub-Inspectors)* :- Steelhunting without rowels, as for Gazetted Officers with black leather straps.

(g) *Safa* -

(i) *For Indian Inspectors and Sub-Inspectors* - Of dark blue khasa with one foot of red salu at one end and two feet at the other. The width of the safa shall be 2 feet 9 inches and the length not less than 6 yards.

(ii) *For Assistant Sub-Inspectors* - Khaki plain muslin of the approved pattern.

(h) *Safa Fringe* - silken.

(i) *For Indian Inspectors and Sub-Inspectors -* One foot of red cloth salu followed by one inch of blue Khasa; then half an inch of silver braid and a silver fringe two inches deep of the prescribed pattern.

(ii) *For Assistant Sub-Inspectors* - Silk, Khaki.

(i) *Safa end (Palla) for Indian Inspectors and Sub-Inspectors* made of real silver thread 18 inches deep of approved pattern.

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1. Substituted vide Correction slip No 139 dated 13-9-1961

(j) *Kullah* -

(i) *For Inspectors and Sub-Inspectors* :- Silver work on a red ground of the approved pattern.

(ii) *For Assistant Sub-Inspectors* :- Plain Khaki of approved pattern.

Note :- In lieu of a Kullah Sikh Non-Gazetted Officers may be issued two 'Fifty' of Red Salu cloth, 66 inches long and 9½ inches wide.

(k) *Helmet (for European Inspectors and Sergeants only)* - Hat Pith Solar Khaki with Khaki Pagri, Khaki boss and brown leather chin strap and silver "P.P." badges of prescribed pattern.

Note :- The pagri will consist of six folds of Khaki muslin and when tied the whole shall not exceed 3 inches in width. The Helmit badges shall be worn on the pagri.

(l) *Belt* - Brown leather Sam Browne belt with one shoulder strap over the right shoulder.

[(m) *Badges* - Upper subordinates shall wear at the base of all shoulder-straps silver plated half inch block letters "P.P.". Above the letters "P.P." Assistant Sub Inspectors shall wear one five pointed star, Sub-Inspectors two five pointed stars, and Inspectors three five pointed stars (star of Indian of normal size as won by the I.P./I.P.S. Officers) and a ribbon 1½ " width, half red half dark-blue (horizontally divided) which should be worn horizontally (red colour facing the stars) an inch apart from the base of the shoulder straps instead of silver plated stars worn by them previously.][1]

(n) Probationary Assistant Sub-Inspectors shall not wear stars while under training at the Police Training School, Phillaur. They will be presented with a pair of stars at the passing out parade. The stars will form part of the uniform thereafter.

(o) *Great Coat.* - Of the same pattern as for Gazetted Officers, but with "P.P." buttons, and prescribed badges.

(p) *Whistle*. - Of the usual police pattern to be worn attached to a lanyard and carried in the left breast pocket.

(q) Slacks Khaki drill without turn ups with a pocket on each side.

(r) Malacca cane covered with brown leather steel length	2'-4"
(i) Length of ferrule with knob.	3½"
(a) Diametre of knob .	1½"
(b) Ferrule upon which embossed P.P. crest.	-2"
(ii) Length of ferrule of lower end of cane.	-2½"
(iii) Length of cane covered with brown leather visible between top and bottom ferrule.	1"-10"
(iv) Circumference of cane covered with leather at entry into ferrule.	-2½"
(v) Circumference of case covered with leather at entry into bottom ferrule	-2"

(2) *Working dress* :- The same as prescribed for Full Dress with the following modifications :-

(a) A plain khaki safa, khaki silk safa fringe and khaki and silver kullah of the pre-

1. Substituted vide Correction slip No. 139 dated 13-9-1961.

scribed pattern may be worn by Indian Inspectors and Sub- Inspectors instead of the safa prescribed for full dress.

Note :- In lieu of a Kullah, Silh Non-Gazetted Officers may be issued two "Fifty" of Red Salu Cloth, 66 inches long and 9½ inches wide.

(b) European Inspectors and Sergeants may wear a Forage cap of blue cloth with a khaki cover, of the same pattern as that worn by Gazetted Officers, but with red piping round the edge of the mohair braid.

(c) The variations sanctioned by paragraphs 2 to 5 and 7 of Appendix 4.3 Part II, may be adopted by all upper subordinates at the discretion of Superintendents of Police subordinates only.

(3) Plain black leather revolver holsters and ammunition pouches and lanyards will be supplied with revolvers when issued. (See rules in Chapter VI). The holster will be worn on the left and ammunition pouch on the right of the belt.

(4) Horse Equipment -

(a) The horse equipment for Inspectors, Sergeants and Sub-Inspectors shall be of the pattern prescribed for mounted police officers in the list referred to in rule 4.27(2).

(b) The pony equipment for Assistant Sub-Inspectors shall be of the pattern prescribed for such officers in the list referred to in rule 4.27(2).

(5) Upper subordinates posted to the Simla District and to Kasauli, Keylong, Suraj, Dalhousie, Balun, Bakloh and Murree shall in the cold weather wear Khaki serge coats and breeches. The pattern shall be exactly the same as drill Khaki uniform. The serge uniform will be issued in addition to the Khaki uniform. When an officer is transferred from any of these hill stations he will leave serge uniform behind to be used by other officers transferred to the station as the case may be.

PART V

LOWER SUBORDINATES

(1) All articles of uniform supplied to lower subordinates shall be according to muster pattern. Detailed specification for the making up of a certain articles are given below :-

Kurta :- A khaki drill *kurta* with patch pockets and four white metal police buttons down the front collar band, fastening with hook and eye at the neck; shoulder strap fastened with police buttons and with half inch black letters "P.P." at the base of each shoulder-strap. The *kurta* to be cut loose to permit of warm underclothing being worn, the shirt to reach to the first joint of the wearer’s thumb, when the arms are held straight to the side, fingers extended.

(b) *Pantaloons* - Of khaki drill made knickerbocker pattern, to be made with waist band about 3 inches deep and strap and buckle at each side; loops for a belt may be added, but pyjama strings should not be worn; cut full at the knee to allow not more than 4 inches fall over; continuations above 3 inches deep fastening with buttons and to be covered by the pattis.

(c) *Safa and safa band* - Of calico dyed dark-blue with one foot of red *salu* at one end. The width of the *safa* to be 2 feet 9 inches and the length 15 feet. The *safa* band will be red *salu*, 2 feet 9 inches in width and about 2 feet in length. It will be folded in 8 folds so as to form a band about 3 inches broad by 33 inches in length to be worn round the *pagri*.

(d) *Safa fringes* - Of red *salu* 2 feet 9 inches on width and 8 inches in length, followed by a strip of blue 1 inch deep and a red fringe 2 inches deep, the approved pattern. To be folded in four and attached after the *safa* and *safa* band has been tied.

(e) *Kulla* - Or red colour of approved pattern. Sikhs in lieu of a *kulla* may be given

a 'Fifty' of red salu cloth measuring 66 inches in length and 9½ inch in width to be worn under the blue safa.

(f) Shorts of khaki drill cut like the pantaloon at the waist; two sides pockets are allowed.

(g) *Shirts* - Of khaki twill of prescribed quality. Length of shirt to be 2" below the tip of the thumb at the "Attention" position. Polo shape collar, Skirt to cut square the seam openings to be 9" long. Four buttons in front. Two pockets 6¾"x6" - top of pocket to be in line with the bottom edge of the second button. The bottom of the pocket to reach one inch below the last, *i.e.*, fourth button. Shoulder-straps to be about 6" in length. The fastening button of the strap to be visible below collar. Sleeves to reach the inside of the elbow when forearm is bent at right angles to upper arms.

(h) *Boots and Chaplies* :- Head Constables shall wear black ankle boots with khaki puttis. Constables shall wear black chaplies of approved pattern of books.

(i) *Bastani* :- Of khaki drill of double thickness, 44 inches square with a piece of khaki *niwar* tape, 3 yards long and half an inch wide, seven on to one corner.

(j) *Great Coat* :- Of drab blanketing with sleeves; stand up collar to coat, Four police buttons down the front; the skirt of the coat to reach halfway between the knee and ankle.

(k) *Deleted*

(l) *Trousers* of khaki drill, of Army B.D. Pattern.

(m) *Gaiters* - Khaki canvas, Army B.D. pattern.

Head Constables shall wear the same uniform as constables with the addition of chevrons and shall be supplied with a small plain cane not exceeding ½ inch in diameter and 3 feet in place of battons.

(2) Lower subordinates posted to the Simla District and to Kasauli, Keylong, Suraj, Dalhousie, Balun, Bakloh and Murree shall wear in the cold weather a khaki serge kurta and a pair of knicker bockers. The pattern shall be exactly the same as the khaki uniform. The serge uniform will be in addition to the khaki uniform. When an officer is transferred from any of these hill stations he will leave his serge uniform behind to be used by other officers transferred to the station as the case may be.

PART VI

MOUNTED OFFICERS

The same uniform shall be worn by mounted head constables and constables as that prescribed for head constables and constables of the foot police, with the following modifications :-

(a) The khaki drill *kurta* and twill shirt shall be cut to reach the point of the knee, with an opening at the seam from the waist downwards.

(b) Khaki cord Jodhpur pattern breeches shall be worn instead of pantaloons, and patti tops of brown leather shall be worn. Pattis shall be tied from the knee downwards, *i.e.*, with the tape fastened round the ankle. Ankle boots of approved pattern shall be worn by all ranks.

(c) Great coats shall be opened at the seam from the waist downwards.

(d) *Kamarbands* of red *salu*, four yards long shall be worn below the waistbelt, with an end hanging at the right side.

(e) The belt for mounted officers shall have a shoulder-strap and the frog shall be attached by slings.

PART VII

Memorandum of Information as to the Wearing of The Insignia of The Orders of The Star of India and The Indian Empire and of Medals by Civilian Members of Those orders and Holders of Medals.

(The instructions applicable to military officers are contained in the Army Regulations, India, Volume VII, and should also be followed by officers of the Indian Police).

Gentlemen not entitled to war uniform should conform as nearly as possible to the practice prescribed for those wearing uniform

I

OFFICIAL FULL DRESS

1. *Knights Grand Commander* wear at investitures of the Orders and upon all great and solemn occasions the Mantle, Collar, with badge attached, and Star. On "Collar Days" the Collar, with badge attached, and star; on all other occasions the Star and the badge suspended to a riband, of the description prescribed in the Statutes, worn over the right shoulder.

2. *Knights Commander* wear the Star on the left breast and the badge suspended from the ribbon which will be worn round the neck inside the collar of the coat and which should extend so as to show about one inch below the lower edge of the collar in front.

3. *Companions* wear the badge similarly suspended by a ribbon round the neck.

4. Gentlemen who are *Knights Commander* or *Companions* of more than one Order will wear only one ribbon and badge, *i.e.*, the senior one, round the neck inside and under the collar of the uniform coat, so that the badge hangs about an inch outside and below the front of the collar. All other badges will be worn, one below the other commencing, about an inch below the senior badge, each suspended on about three inches of ribbon emerging from between the buttons of the uniform coat. A small eye should be stitched inside the coat to which the ribbon is fastened by a hook.

5. A gentleman who is a *Knight Commander* of one or more Orders and is also a Companion of one or more other orders will wear his Companion's badge or badges in due order below his Knight's badge or badges.

6. *Possessors of medals* wear the full size medal on the left breast.

II

OFFICIAL EVENING UNIFORM ("MESS DRESS" CIVILIAN)

1. *Knights Grand Commander* wear, on all occasions, the Star on the left breast and the badge suspended from a riband of the breadth prescribed for a Knight Grand Commander, worn over the right shoulder and under the coat but over the waistcoat.

2. *Kinghts Commander* wear the star on the left breast and riband (preferably miniature width) and badge, the badge being suspended about one inch below the tie.

3. *A Knight Grand Commander* or *Knight Commander* wears one badge only round the neck and, if he has more than one Order, he wears the miniatures of *all* the Orders he has on the lapel of his coat, including that of the badge round his neck.

4. *Companions* wear the full size badge suspended by a ribbon (preferably miniature width) round the neck beneath the white tie. The badge should hang about one inch below the tie.

5. Gentlemen who are *Knights Commander* or *Companions* of more than one Order will wear only one badge round the neck which will as a rule be the *senior badge*, unless

a junior one should appear to be more appropriate to the occasion. The ribbon, from which this badge is suspended is worn under the white tie, the badge hanging about an inch below. All badges are worn also, in *miniature*, on the lapel of the coat.

6. A gentleman who has only one order and no medals will not wear the miniature of the badge which he wears round his neck.

7. *Prossessors of medals* wear, on ordinary occasions, the miniature on the lapel of the coat; on more formal occasion when special instructions to that effect have been issued, the full sized medal on the left breast.

III

OFFICIAL UNDRESS UNIFORM - DAY

1. *Knights Grand Commander, Knights Commander* and *Companions* wear a piece of the ribbon of the breadth prescribed for a Companion of the Order and half an inch in length.

2. *Possessors of medals* wear a piece of the ribbon half an inch in length.

IV

Police officers who have been awarded Indian titles should, when in khaki working dress, wear, on ceremonial occasions, the *title* badges attached to a broach, and on other occasions, the title ribbon only.

NOTES

A. The Star of an Order should be attached to the Coat two fingers' breadth below the lower edges of badges or medals, if any are worn, and if there is a second star, it should be attached at the same distance below the first. Gentlemen who are *Knights Grand Commander* or *Knights Commander* of more than one Order, wear the Stars of their

1
2 3
4

orders in sequence, according to their precedence, on the left breast, one above the other, or where owing to their number, that is not possible, in the manner and order noted in the margin.

B. - If a decor is already a *Knight Grand Commander* or a *Knight Commander* of an Order and is to receive the Star of a senior Order, he should on the occasion of his investiture, wear the Star (and not the ribbon and badge) of the junior Order low enough on his left breast to permit of the star of the senior Order being affixed above it.

On the occasion of his investiture a decord must not wear the badge of the lower class of the Order in which he has been promoted.

C. - Medals are worn in their order of precedence, the first medal being placed farthest from the left shoulder. The length of the ribbon by which a medal is attached should not exceed one inch unless owing to the number of claps, it is necessary to issue a longer ribbon. The top of the ribbon should be on a line between the first and second button of the coat.

D. - Ribbons are worn on the left breast, and when there are more ribbons than one to be worn, they are sewn on to the cloth of the coat in a row, without intervals. They should not overlap, and when there is not sufficient room to wear the ribbons in one row, they should be worn in two or more rows, the lower being arranged directly under the upper.

Central Chancery of the Order of Knighthood, St. James Palace, S.W. - 1

THE FOLLOWING LIST SHOWS THE ORDER IN WHICH ORDERS, DECORATIONS AND MEDALS SHOULD BE WORN, BUT IT IN NO WAY AFFECTS THE PRECEDENCE CONFERRED BY THE STATUES OF CERTAIN ORDERS UPON THE MEMBERS THEREOF :-

VICTORIA CROSS

GEORGE CROSS

BRITISH ORDERS OF KINGHTHOOD ETC. -

* Order of the Garter.

* Order of the Thistle.

* Order of St. Patrick.

* Order of Bath.

* Order of Merit (immediately after Knights Grand Cross of the Order of the Bath).

Order of the Star of India.

Order of St. Michael and St. George.

Order of the Indian Empire.

Order of the Crown of India.

*These orders are not worn in miniature, and the ribands of the Orders are not worn where inserted with Undress uniform.

Royal Vicotrian Order (Classes I, II, III).

Order of British Empire (Classes I, II and III).

Order of the Companions of Honour (immediately after Knights and Dames Grand Cross of the order of the British Empire)

Distinguished Service Order.

Royal Victorian Order (Class IV)

* Order of the British Empire (Class IV)

Imperial Service Order.

Royal Victorian Order (Class V)

Order of the British Empire (Class V)

Note :- The above applies to those orders of similar grades. When the miniature or riband of a higher grade of junior Order is worn with that of a lower grade of a senior Order, the higher grade miniature or riband should come first , *e.g*., the miniature or riband of a K.C.I.E. will come before a C.B. and G.C.M.G. before the K.C.B. Not more than four Stars of Orders and not more than three Neek Badges may be worn at any one time in full Dress Uniform.

Baronets' Badge - (The Badge is worn suspended round the neck by the Riband in the same manner as the neck Badge of an Order and takes precedence immediately after the Badges of the Order of Merit. The Badge is not worn in miniature and the Riband is not worn with Undress Uniform).

Knights Bachelors' Badge - (The Badge to be worn after the Star of a Knight Commander of the order of the British Empire. It is not worn in miniature and is not worn with the Undress Uniform).

DECORATIONS -

Royal Red Cross (Class I)

Distinguished Service Cross

Military Cross

Distinguished Flying Cross

Air Force Cross

Royal Red Cross (Class II)

ORDERS, MEDALS, ETC., GIVEN ONLY IN INDIA -

Order of British India

[1]Indian Order of Merit (Military)

Kaisar-i-Hind Medal

Indian Titles Badges or Miniatures of Indian Titles Badges.

ORDER OF BURMA -

ORDER OF ST. JOHN -

ALBERT MEDAL -

MEDALS FOR GALLANTRY AND DISTINGUISHED CONDUCT -

Medal for Distinguished Conduct in the Field.

Conspicuous Gallantry Medal.

King's Police Fire Services Medal, for Gallantry.

George Medal.

Edward Medal.

Distinguished Service Medal

The Royal West African Frontier Force Distinguished Conduct Medal

The King's African Rifles Distinguished Conduct Medal

Indian Dinstinguished Service Medal

Military Medal

Distinguished Flying Medal,

Air Force Medal

Constabulary Medal (Ireland)

Medal for Gallantry in Saving Life at sea.

[2]Indian Order of Merit (Civil)

Indian Police Medal, for Gallantry

Burma Police Medal, for Gallantry

Colonial Police Medal, for Gallantry

Burma Gallantry Medal

Royal Marine Meritorious Service Medal

Royal Air Force Meritorious Service Medal

Rolyal Air Force Long Service and Good Conduct Medal

Indian Long Service and Good Conduct Medal (for Indian Army)

The Royal West African Frontier Force Long Service and Good Conduct Medal

The King's African Rifles Long Service and Good Conduct Medal

Indian Meritorious Service Medal (for Indian Army)

Volunteer Officer's Decoration

Volunteer Long Service Medal

1. The Indian Order of Merit, (Military and Civil) is distinct from the order of merit instituted in 1902.
2. The Indian Order of Merit, (Military and Civil) is distinct from the Order of Merit instituted in 1902.

Volunteer Officer’s Decoration (for India and the Colonies)
Volunteer Long Service Medal (for India and the Colonies)
Colonial Auxiliary Forces Officers’ Decoration
Colonial Auxiliary Forces Long Service Medal
Medal for Good Shooting (Naval)
Militia Long Service Medal
Imperial Yeomanry Long Service Medal
Territorial Decoration
Efficiency Decoration
Territorial Efficiency Medal
Efficiency Medal
Special Reserve Long Service and Good Conduct Medal
Decoration for Officers of the Royal Naval Reserve
Decoration for Officers of the Royal Naval Volunteer Reserve
Royal Naval Reserve Long Service and Good Conduct Medal
Royal Naval Volunteer Reserve Long Service and Good Conduct Medal
Board of Trade Rocket Apparatus Volunteer Long Service Medal
The African Police Medal for Meritorious Service
Special Constabulary Medal
Royal Naval Auxiliary Sick Berth Reserve Long Service and Good Conduct Medal
Royal Fleet Reserve Long Service and Good Conduct Medal
The King’s Medal (for Champion Shots in the Military Forces)
Colonial Police and Fire Brigades Long Service Medal
Royal Naval Wireless Auxiliary Reserve Long Service and Good Conduct Medal
Trans-Jordan Frontier Force Long Service and Good Conduct Medal
Union of South Africa Commemoration Medal.

MEDALS BELONGING TO ORDERS -

Royal Victorian Medal (Gold and Silver)
Imperial Service Medal
Royal Victorian Medal (Bronze)
Service Medal of the Order of St. John
Badge of the Order of the League of Mercy.
Voluntary Medical Service Medal.

FOREIGN ORDERS (IN ORDER OF DATE OF AWARD)

FOREIGN DECORATIONS (IN ORDER OF DATE OF AWARD)

FOREIGN MEDALS (IN ORDER OF DATE OF AWARD)

*BRITISH EMPIRE MEDAL -

(* Formerly the Medal of the Order of the British Empire, for Meritorious Service, also includes the Medal of the Order awarded prior to 29th December, 1922).

CANADA MEDAL -

Life Saving Medal of the St. John

*WAR MEDALS (IN ORDER OF DATE) -

[**Medal awarded for services during the Great War (1914-1919) should be worn in the following Order :- 1914 Star. 1914-1915 Star, British War Medal, Mercantile Marine War Medal, Victory Medal, Territorial Force War Medal, Indian General Service Medal (for operations in Afghanistan 1919)]*

POLAR MEDALS (IN ORDER OF DATE) -

JUBILEE, CORONATION AND DURBAR MEDALS -

Queen Victoria's Jubilee Medal, 1987 (Gold, Silver and Bronze)

Queen Victoria's Police Jubilee Medal, 1887.

Queen Victoria's Jubilee Medal, 1897 (Gold, Silver and Bronze)

Queen Victoria's Police Jubilee, Medal 1897.

Queen Victoria's Commemoration Medal, 1900 (Ireland).

King Edward VII's Coronation Medal, 1902

King Edward VII's Police Coronation Medal, 1902

King Edward VII's Durbar Medal, 1903 (Gold, Silver and Bronze).

King Edward VII's Police Medal, 1903 (Scotland).

King's Visit Commemoration Medal, 1903 (Ireland)

King George V's Coronation Medal, 1911

King George V's Police Coronation Medal, 1911

King George Visit Police Commemoration Medal, 1911 (Ireland)

King's V's Durbar Medal, (Gold, [1]Silver and Bronze)

King George V's Silver Jublee Medal.

King George V/s Coronation Medal, 1937

King Geroge V Long and Faithful Service Medal.

King George VI Long and Faithful Service Medal.

POLICE MEDALS FOR VALUABLE SERVICES -

King's Police and Fire Services Medal, for Distinguished Service

India Police Medal, for Meritorious Service

Burma Police Medal, for Meritorious Service

Colonial Police Medal, for Meritorious Service.

EFFICIENCY AND LONG SERVICE DECORATION, AND MEDALS -

Long Service and Good Conduct Medal.

Naval Long Service and Good Conduct Medal.

Medal for Meritorious Service

Indian Long Service and Good Conduct Medal (for Europeans of Indian Army)

Indian Meritorious Service Medal (for Europeans of Indian Army)

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1. King George V's Durbar Medal, 1911, in Gold can be worn in the United Kingdom by Ruling Chiefs of India only.

SUPPLEMENT TO THE MEMORANDUM OF INFORMATION AS TO THE WEARING OF THE INSIGNIA OF THE ORDERS OF THE STAR OF INDIA AND THE INDIAN EMPIRE AND OF MEDALS BY CIVILIAN MEMBERS OF THOSE ORDERS AND HOLDERS OF MEDALS

Wearing of Orders, Decorations and Medals in Morning Dress

All Members of the various Orders of Knighthood, etc., and all persons who have been awarded Decorations and Medals may, should they wish to do so, wear their Insignia, Decorations and Medals with Morning Dress on Official Occasions and at Public Functions.

The ribands of the Orders, Decorations and Medals may be worn on all occasions at the discretion of the holder.

The method of wearing the Insignia of Orders, also Decorations and Medals on Official Occasions and at Public Functions, with Morning Dress is as follows :-

Knights Grand Cross Knights Grand Commander Knights Commander	Should wear the star only on the left breast of the coat
Members of the order of Merit and Companion of Honour. Companions of the several of Knighthood. Commanders of the Royal Victorian Order. Commanders of Order of the British Empire.	Should wear the riband (preferably of miniature width) to which the badge is suspended under the tie, which should be a bow, the badge hanging about an inch below [See diagram, page 114 of Dress and Insignia worn at Court (1921)].
Companions of the Distinguished Service Order. Officers of the Order of British Empire. Members of the 4th and 5th Classes of the Royal Victorian Order and the Order of the British Empire. Companions of the Imperial Service Order.	Should wear the Badgers, Decorations and Medals on the left breast of the coat.
Those who have been decorated with -- The Victoria Cross. The Distinguished Service Cross. The The Military Cross - The Distinguished Flying Cross - The Air Force Cross. Persons who have been awaded Medals.	Should wear the Badges, Decorations and Medals on the left breast of the coat.

The method of wearing the ribands of Orders, Decorations and Medals, which will be the same in all cases, is as follows :-

A piece of the riband 1½ inches wide, or the width of the medal riband, and half an inch in depth, mounted on a bar of metal in the form of a brooch to be worn on the left breast of the coat.

WEARING OF ORDERS, DECORATIONS AND MEDALS BY LADIES IN MORNING DRESS

All members of the various orders, etc., and all those who have been awarded Decorations and Medals may, should they wish to do so, wear their Insignia, Decorations and Medals with Morning Dress on Official Occasions and at Public Functions.

The method of wearing is as follows :-

Dames Grand Cross Dames Commanders	Should wear the Star only on the left side of the dress, a few inches below and Badges or medals.

Members of the Order of Merit, Crown of India, and Companions of Honour. Members of the 3rd, 4th or 5th Classes of the Order of the British Empire, and Companions of the Imperial Service Order. Ladies who have been decorated with Victoria Cross, the Royal Red Cross or who have been awarded Medals	Should wear the Badges, Decorations and Medals on the left side of the dress about 8 inches above the waist.

The ribands of the Orders, Decorations and Medals may be worn on all occasions at the discretion of the holder.

The method of wearing, which will be the same in all cases, is as follows -

A piece of the riband, one-and-a-half inches wide, or the width of the medal riband, and half an inch in depth, mounted on a bar of metal in the form of a brooch, to be worn on the left side of the dress.

In Evening Dress ladies may wear Orders, Decorations and Medals in miniature on occasions when Isignia are worn; but when gentlemen were Levee or Full Dress, ladies should wear full-size Order, Decorations and Medals, as described on pages 107 to 109 of Dress and Insignia Worn at Court (1921).

Note :- The above intimation only refers to Morning Dress and does not alter the regulations with regard to wearing orders, Decorations and Medals with Uniform or with Evening Dress.

APPENDIX No. 4.3

1. Supplementary regulations regarding the wearing the articles of uniform prescribed for gazetted officers in Appendix 4.1 are as follows :-

(1) Indian officers of the All-India Service who elect to wear the *pagri* in uniform, shall also wear it with Mess dress. Such officers may wear a khaki cambric *pagri* with working dress on all occasions except those when full medals are worn.

(2) Officers attending officially as spectators at Military ceremonial parades will wear "working dress, khaki" with field boots, spurs and swords and medal ribbons; decorations and medals will not be worn.

(3) The sword frog of the "Sam Browne" belt will only be worn when the sword is worn. A sufficient number of turns should be made with the strap of the sword not to absorb all the straps with the exception of the acorn.

(4) The pattern of field boot prescribed in Appendix 4.1 differs slightly from that prescribed in "Dress Regulations" of the Army in India. The pattern authorised in the edition of that publication corrected up to November, 1925, may be worn by Police Officers; no other modification of the prescribed pattern is permitted.

(5) Spurs will be worn on all occasions when field boots are worn, and with Mess dress. The hunting spur worn in working dress should be of stainless steel with

flat-sided neck from 1 inch to 1¼ inches, in length. When field boots are worn brown leather straps shall take the place of chains for spurs.

(6) Rules regarding revolvers are contained in Chapter VI : officers shall provide themselves with a brown leather ammunition pouch to be carried on the belt.

(7) Breeches (Bedford cord or Khaki drill) shall be fastened at the knee with laces and eyelet holes. A pattern of Cavarly Cord approved for breeches will be maintained in the office of the Inspector-General of Police.

(8) Khaki cap covers shall be worn with working dress and white with Mess dress.

(9) Badges of rank with Mess dress shall be of metal and of miniature size, plain gold studs and links to be worn with Mess dress, two shirt studs to show.

(10) Gloves shall not be worn on parades with drill uniform. If worn with Serge (on occasions when such uniform is allowed to be worn) or with great coats they shall be of brown leather or buff wash leather.

(11) Mourning bands of black crepe, 3¼ inches wide, will be worn on the left arm above the elbow at military funerals, and when otherwise ordered. Officers, including European upper subordinates, in private mourning may wear mourning bands if they so desire.

(12) Swords shall not be worn within the precincts of a Court of Justice.

(13) A whistle with khaki lanyard will be worn on all occasions with working dress.

(14) A plain leather covered cane, 2 feet in length, will be carried on all occasions when the sword is not worn.

(15) A chin strap should normally be worn up. When, however, owing to the nature of the duty on particular occasions, it is desirable that it should be worn down, all officers will confirm to the decision of the senior officer present.

II. The following variations from the standard uniform prescribed for gazetted officers in Appendix 4.1 are approved by the Punjab Government :-

(1) Drab serge jacket and trousers may be maintained by officers who desire to do so, for wear in office, for night patrolling and for similar duties. Serge uniform shall not be worn on parades or other duties with the men, nor on ceremonial occasions, nor when meeting high officials. On all such occasions the prescribed khaki drill jacket shall be worn, with warm clothing under it or with the great-coat, if necessary. The serge jacket may be worn also with breeches and boots under the above restrictions. The Inspector-General and Deputy Inspectors-General are permitted to wear serge uniform when carrying out inspections.

Note :- A pattern of the approved material for serge uniform will be kept in the office of the Inspector-General.

(2) Shorts with ankle boots and half putties (cotton) and footless hose (woollen) of the same shade as issued to the men, may be worn at the discretion of Superintendents of Police on all ordinary parades and duties at all seasons including attendance in courts of law, and may be worn in attendance on His Excellancy the Governor and other high official and inspecting officers between April 15th and October 15th.

(3) Shorts with khaki stockings and shoes; and Jodhpur breeches with ankle boots or shoes may be worn in camp, and for fatigue duties at all seasons and for all ordinary parades and duties in the hot weather.

(4) Khaki shirts, worn with the top button open, without a tie and with shoulder straps and badges of rank may be worn on the occasions specified in (3) above. Badges of rank may be of worsted instead of metal.

(4)(a) Bush-shirts of approved pattern and material with belts of the same material with silver or white metal buckle may be worn for all duties in the hot weather instead of the shirts prescribed by item (4) and for rural duties, excepting the in-

spection of police stations in the cold weather instead of approved pattern jackets.

(5) The cloth belt shall always be worn with uniform but may be removed in office. The Sam Browne belt shall be worn on parades and on similar formal occasions.

(6) Khaki Pith topis with a blue flash may be worn for all duties tbroughout the year instead of the Wolseley helmet.

(7) Water proofs of any pattern may be worn, when necessary, provided they are of khaki colour.

(8) A service dress khaki cap of the Army pattern with an I.P. badge and small buttons on each side may be worn with working dress instead of the forage cap with a khaki cover.

Note 1 :- Paragraphs 2, 3, 5 and 7 above are also applicable to upper subordinates. They will wear shirts in place of shirts khaki as mentioned in paragraph 4 above and their badges of rank will be of metal and not worsted.

Note 2 :- Bush shirts with belts of same material worn with silver or white metal buckle may be worn by upper subordinates on all duties in the hot weather, metal badges of rank being worn on the shoulder straps.

Note 3 :- Upper subordinates stationed at District Headquarters may wear slacks khaki drill of the approved pattern as an optional article.

FORM NO. 4.6(1)(a)

POLICE DEPARTMENT ___________ DISTRICT

REGISTER SHOWING THE COST OF ARTICLES OF CLOTHING AND EQUIPMENT (OPTIONAL AND OTHERS) RENEWED TO UPPER SUBORDINATES DURING. A PARTICULAR FINANCIAL YEAR

No. of Upper Subordinates ________ Financial Year ____________ Total Renewal Grant _______.

Date of issue	Name and number of the Upper Subordinate	Article issued	Cost of Article	Progressive total for the financial year	REMARKS
1	2	3	4	5	6
			Rs. NP.	Rs. NP.	

FORM NO. 4.6(2)

POLICE DEPARTMENT ___________ DISTRICT

ISSUE OF REPLACEMENTS OF CLOTHING AND EQUIPMENT MADE

TO { INSPECTOR / SERGEANT / SUB-INSPECTOR / ASSISTANT SUB-INSPECTOR

1	2	3	4	5	6	7
Serial No.	Article issued or replaced	Date of present issue or replacement	Date of previous issue or replacement	Signature of recipient	Signature of gazetted officer	REMARKS

FORM NO. 4.16

POLICE DEPARTMENT __________ DISTRICT

ACQUITTANCE ROLL OF CLOTHING AND EQUIPMENT ISSUED DURING THE YEAR OF 19

No. __________ RANK ________ NAME _____________

1	2	3	4	5	6	7	8
Serial No.	Description of Article of clothing issued	Description of article of equipment issued	Date of present issue or replaement	Date of previous issue or replacement	Signature of recipient	Signature of Officer in whose presence issue was made	REMAKRS

FORM NO. 4.28(3)

POLICE DEPARTMENT __________ DISTRICT

PROCEEDINGS OF A COMMITTEE CONVENFED TO SURVEY __________ RECEIVED FROM ________ ON ______

1	2	3	4	5	6
Serial No.	Quantity or number indented for	Quantity or number received	Quantity or number passed	Quantity or number rejected	Report

President __________

Member __________

Member __________

Dated __________

The __________ 19

FORM NO. 4.29(1)

POLICE DEPARTMENT __________ DISTRICT

AGREEMENT

These articles of agreement made and entered into on the __________ day of __________ 19 between the Secretary of State for India in Council __________ of the one part, and A.B. of __________ of the other part.

Witness, that in consideration of the stipulation hereinafter contained and by the said Governor of the Punjab and the said A.B., respectively, to be observed and performed, the said A.B., hereby undertakes to make up and deliver (specification, number and description of articles)

2. That all the said articles shall be made equal in quality and similar in colour and size to a sealed muster pattern now deposited with __________ at __________ and shall be made and finished in a workman-like manner to the satisfaction of the Superintendent of Police of __________ .

3. That of the whole number of articles agreed to be made up and delivered __________ will be delivered within __________ days and the remainder within __________ days of the date of this agreement.

4. That all deliveries shall be made at the office of the said Superintendent of Police at __________ between the hours of 10 p.m. and 4 p.m. on working days only.

5. That every article shall be made finished in all respects to the entire satisfaction of the said Superintendent of Police and he shall be at liberty to reject any article if he does not approve, and such rejection shall be final and conclusive.

6. That the said Superintendent of Police shall give a written receipt, signed by him, within __________ days of delivery exhibiting the number of articles and the numbers accepted and rejected, and such receipts shall be conclusive evidence of the acceptance and rejection of the number of articles specified as accepted and rejected.

7. That all articles thus rejected shall be taken back and removed by the said A.B. and nothing shall become due to or recoverable by said A.B. in respect of any article so rejected.

8. That all articles thus accepted shall be paid for by the said Superintendent of Police at the rate of Rs. __________ for each article, within six days after and exclusive of the date of such acceptance.

9. And it is hereby lastly agreed that, if, and so often as the said A.B. shall make default in the due performance of any one or more of the stipulations hereinbefore contained by him to be performed and observed, then, and in any such case, the said Superintendent of Police shall be at liberty to assess the amount, not exceeding Rs. __________ that shall represent the damages arising from any such default on the part of the said A.B. and the assessment of the said Superintendent of Police shall be final and conclusive as to the amount of such damages. Such amount shall thereupon become payable by the said A.B. to the said Superintendent of Police. And the said Superintendent of Police shall be at liberty to deduct and retain any amount so assessed from any sum of money that may be or may become due and payable at or after the time of such failure, to the said A.B. by the said Superintendent of Police, whether by virtue of this agreement or otherwise.

10. And in order to assist the said A.B. towards the due performance of his undertaking it is hereby further agreed that the said Superintendent of Police shall advance to the said A.B. such sum of money, not exceeding Rs. __________ , at any one time as the said A.B. shall from time to time in writing require as advances to be applied by the said A.B. to the purposes of this contract, and not otherwise.

11. Provided that the said Superintendent of Police shall not be required, nor be bound to make any such advance unless and until the said A.B. shall have given security approved by the said Superintendent of Police to the amount of Rs. __________ , for the due performance of his contract and the proper application of such advances.

12. Provided also that the said Superintendent of Police shall not be required, nor be bound, to make a second or further advance, unless and until it shall have been shown to his satisfaction by the said A.B. that every previous advance has been properly applied by the said A.B. for the purpose of his contract, and not otherwise.

13. And the said A.B. hereby agrees that he will give such security as aforesaid and that he will apply every such advance to the purposes of this contract, and not otherwise.

Note 1 :- Forms may be obtained from the Superintendent, Government Printing, Punjab.

Note 2 :- Contracts in this form can only be entered into by the Inspector-General of Police, Punjab.

FORM NO. 4.29(2)-A

POLICE DEPARTMENT ___________ DISTRICT

Tender for services to be rendered by the tailor of the Police Lines at __________

To

The Inspector-General of Police, Punjab

Sir,

I/We __________ tailor contractor of ______________________ hereby agree that on the acceptance of this tender, I/we _______________ ________________________ ________ shall, in accordance with such acceptance, perform at all times during the period of may/our ___________________ employment as Lines Tailor such work in connection with the making up, or fitting, altering or repairing of articles of uniform, and generally such other work as pertains to a tailor's trade, as the Superintendent of Police __________ may order in writing subject to the terms and conditions set forth in this tender and in the schedule hereto annexed.

2. Within __________ days after the acceptance of this tender I/we undertake to execute an indemnity bond in form No. 4.29(2)(B) or in such other form or manner as may be prescribed, or to give such security in cash or otherwise as may be required, by the Superintendent of Police, to the extent of Rs. __________ , the said bond to be liable to be enforced by the said Superintendent against ourselves and sureties jointly and severally, or the said security in cash or otherwise, as the case may be, to be liable to be forfeited by him, in the event of my/our not complying with any of the terms or conditions of this tender, and I/we agree that the decision of the said Superintendent and his successors in office from time to time, as regards whether just cause has arisen for the enforcement of the bond or the forfeiture of the security aforesaid, and as to the extent of such enforcement or forfeiture, shall be final and binding upon me/us.

As witnesses set me/our hands this __________ day of __________ 19 .

Signature

in the presence of :

Witness to the above signature :

(1) Description :-

Address :-

(2) Description :-

Address :-

SCHEDULE

The terms and conditions of this tender are as follows :-

(1) The Lines tailor shall be required to make up all articles of uniform and to execute all repairs to clothing from material measured and supplied to him from the Government Clothing Store, and shall give a receipt for the material so supplied.

(2) He shall be held responsible for the value of the material or other Government property issued to him and shall be accountable for the value of all material and Government property which is not returned to the Superintendent of Police in the shape of completed and accepted articles.

(3) The rates of tailoring charges shall be paid according to the scale fixed from time to time for each article by the Superintendent of Police in agreement with the tailor : provided that such rates shall not exceed the maxima laid down by the Inspector-General of Police.

(4) Orders shall be placed with the tailor periodically, and he shall be required to have the work done in the Police Lines.

(5) All articles ordered shall be made similar to a sealed muster or other approved pattern and shall be delivered at the office of the Superintendent of Police on such date or dates as may be fixed in the order. The Superintendent of Police shall be final authority, on a report by the Survey Committee under Police Rule 4.28, to reject any article which does not fulfil this condition.

(6) The direction of the Superintendent of Police as to the period within and place at which articles are to be delivered shall be binding on the tailor and in case of default in this respect he shall be liable to punishment, over and above the making good of the value of any material or Government property for which he is responsible, by forfeiture of the whole or such part as may be considered reasonable, of the security deposit referred to in this tender, on a report of a Survey Committee under the Police Rule cited above. The Superintendent of Police shall also be empowered to terminate the contract if the work of contractor continues to be unsatisfactory in spite of issuing him a written warning.

(7) The tailor shall have the right of preferring an appeal to the Deputy Inspector-General of the Range, against the forfeiture of the security only.

(8) The tailor's bills for all articles shall be paid for by the Superintendent of Police at the rates agreed upon after being checked by such officers as the Superintendent of Police may depute. Any alterations required to articles made by the tailor shall be done free of charges.

FORM NO. 4.29(2)-B

INDEMNITY BOND

POLICE DEPARTMENT __________ DISTRICT

KNOW ALL MEN BY THESE PRESENTS that we __________ (1) and (2) are jointly and severally bound to the Governor of the Punjab in the sum of Rs. __________ to be paid to the said Secretary of State for India in Council, his successors in office or assigns for which payment to be made we bind ourselves and each of us in the whole, our and each of our heirs, executors, administrators and successors jointly and severally by these present this __________ day of __________ 19 .

WHEREAS the said __________ (1) is employed as a Police Lines tailor at __________ and in that capacity has the care, charge and responsibility for the safe custody of cloth supplied to him for the making of uniforms, etc.

AND WHEREAS the said __________ is charged with the duty of properly and efficiently making uniforms from the said cloth in the Police Lines at __________ as required and without unreasonable delay in delivery.

NOW the condition of this bond is such that if the above bounden __________ (1) shall duly account for all the cloth handed to him to be made into uniform, etc., and shall properly and efficiently make or cause to be made in the Police Lines __________ the uniforms as required and without unreasonable delay in delivery this bond of obligations shall be void; otherwise it shall remain in full force.

Signed

(Police Lines Tailor)

Witnesses -

(1) __________

(2) __________

Signed

Witnesses

(Surety)

(1) __________

(2) __________

FORM NO. 4.31

POLICE DEPARTMENT

RETURN OF POLICE OFFICERS TO WHOM IT IS RECOMMENDED THAT NEW MEDALS SHOULD BE ISSUED AT EXPENSE.

TO REPLACE OTHERS LOST

DISTRICT __________ DATE __________

Constabulary No., Rank and Name	Description of Medal	Description of Clasp.	Corps in which the Medal was earned and Regimental number and rank at the time	Brief statement of cause of loss with recommodation of Board

Signature of Board's { President __________ Member __________ Member __________

Forwarded to the _______

Superintendent of Police.

(Form to be either hand drawn or printed locally)

FORM No. 4.34(i)

POLICE DEPARTMENT __________ DISTRICT

ACCOUNT OF METERIAL AND COST OF MAKING UP CLOTHING SUPPLIED TO THE POLICE FORCE

Dr. Dr. Cr.

1	*2	3	4			1	2	3			4		
Date	Description	Total of each	Total			Date	Description	Total of each			Total		

Note:- In column *2 after each entry a referance to register 4.34 (ii) should be given.

FORM NO. 4.34(ii)

POLICE DEPARTMENT __________ DISTRICT

STOCK ACCOUNT OF NEW ARTICLES OF CLOTHING AND MATERIALS RECEIVED AND ISSUED

1	2	3	4	5	6	7

Classification of entries:- A. Receipts B. Issues C. Balances			YEARS OF ISSUE TO WHICH BELONGING AND THE NUMBER			Reference to the item in Register 4.34(i) showing transfer of materials subsequently made up into coats, pants, etc.	Reference to the item in Register 4.35 showing transfer to it of clothing for issue, sale or destruction	Explanation of issues
			19	19	19			
A.	B.	C.						

Note 1 :- The balance to be struck after each transaction.

Note 2 :- When materials or articles of clothing are issued to individuals on payment, a reference shall be given in column 7 to the number and date of the departmental bill issued or entry made in the Lines Officers list of deductions (rule 4.22).

FORM NO. 4.35

PART I

POLICE DEPARTMENT DISTRICT

VERNACULAR STOCK ACCOUNT OF RECEIPTS AND ISSUES OF CLOTHING AND EQUIPMENT KITS AND OF SECOND-HAND CLOTHING AND EQUIPMENT DURING THE YEAR 19

1	2	3							
Date of Receipt	From Whom received	ARTICLES OF CLOTHING (NUMBERS ONLY)							
		1	2	3	4	5	6	7	8
		Arms Badges	Kit Wrap	Great coat	Breeches Khaki	Sleeves for Traffic	Canvas shoes	6 White Vests	3 Striped Cheveron with Crown

ARTICLES OF CLOTHS (NUMBERS ONLY)									
9	10	11	12	13	14	15	16	17	18
3 Striped Cheveron	Badges marksman . 303	Ambulance Badges	Badges marksman . 303	Badges marksman . 410	Buttons Coat Khaki	Buttons Great coats	Knicker Bockers	P.P. Inspectors	P.P. Sub-Inspectors

ARTICLES OF CLOTHS (NUMBERS ONLY)									
19	20	21	22	23	24	25	26	27	28

P.P. Assistant Sub-Inspectors	P.P. Sergeants	P.P. Lower Subordinates	Puttis	Puttis Woollen	Red Pallu embroidered	Twill Khaki	Cardigan jackets	Khaki Fringe	Red Fringe

ARTICLES OF CLOTHS (NUMBERS ONLY)									
29	30	31	32	33	34	35	36	37	38
Khaki Silken Fringe	Woollen grey socks	Cotton socks	Red Salu cloth	Revolvers Lanyard	Reel No. 15	Reel No. 10	Drill Khaki	Rings for khaki coats	Sword with scabbard

ARTICLES OF CLOTHS (NUMBERS ONLY)									
39	40	41	42	43	44	45	46	47	48
Swords knot	Spinal pad	Red pagris for Sikhs	Stars	Shoulder pad	Blue safas	Khaki safas	Safa Bands	Forage cap	*Shirts khaki

ARTICLES OF CLOTHS (NUMBERS ONLY)									
49	50	51	53	53	54	55	56	57	58
Tunic khaki	Kamarbands for Mounted Police	Red Kullahs	Khaki Kullahs	Kullahs khaki embroidered	Cord khaki	Coat khaki	Kit bags	Traffic sleeves	Coats for Orderlies

ARTICLES OF CLOTHS (NUMBERS ONLY)									
59	60	61	62	63	64	65	66	67	68,
Coats for Drivers	Spurs	Drab mixure cloth	Khaki pagri cloth	Shorts khaki	Helmets	Hooks	Gloves leather	Mosquito nets	Thick knitted vest

			4	5
69	70	71	Signature of depositors	REMARKS
Great coats for drivers	Helmet badges	Traffic Umbrellas		

Note : 1- The register should be balance monthly and the balanced monthly and the balance certified by the Lines Officer.

Note : 2 - A reference to the acquittance roll should be given in the remarks column when articles are issued to men away from headquarters.

* Complete kurta include buttons, P.P. badges and (if any) chevrons, good conduct stripes, marksman's badges, etc., belongings to the depositors. All these articles (other than buttons and P.P. badges and chevrons) should be specified in the column of remarks.

FORM NO. 4.35

PART II

POLICE DEPARTMENT __________ DISTRICT

VERNACULAR STOCK ACCOUNT OF RECEIPTS AND ISSUES OF CLOTHING AND EQUIPMENT KITS AND OF SECOND-HAND CLOTHING AND EQUIPMENT DURING THE YEAR 19

1	2	3								
Date of receipt	From whom received	SADDLERY (Number only)								
		1	2	3	4	5	6	7	8	9
		Up Trop	Surcingle	Picketing Rope	Rifle bucket	Girth Cotton Pair	Nose Bag. Tobra	Wallet Strap pair	Marching Order strap	Talambara

3										
SADDLERY (Number only)										
10	11	12	13	14	15	16	17	18	19	20
Bit with chain	Duble reins	Iron Str. Pair	Stripe Leather Pair	Heel Rope	Saddle complete	Wallet without strap	Shoe case with sword frog	Blanket, Lip strap	Namdah	

4							
Medal Ribbon (Number only)							
21	22	23	24	25	26	27	28
Indian Police Medal Ribbon	Africa Ribbon	Afganisthan Ribbon	British War Medal Ribbon	British India War Ribbon	General Service Ribbon	Jubilee Medal ribbon	Khan Bahadur Medal Ribbon

4								
Medal Ribbon (Number only)								
29	30	31	32	33	34	35	36	37

Delhi Darbar Ribbon	Durbar of England Ribbon	Good Conduct Ribbon	Sudau Ribbon	Star 1914/1919 Ribbon	Somaliland Ribbon	King's Police Medal Ribbon	Egypt War Ribbon	Victory Service Ribbon

5									
EQUIPMENT (NUMBER ONLY)									
38	39	40	41	42	43	44	45	46	47
Russet Boot for L/S	Button sticks	Water bottle	Water proof	Leather belt	Polish	Whistle strap	Great coat strap	Khaki jhola	Button with strap

5							
Equipment (numbers Only)							
48	49	50	51	53	53	54	55,
Durrie small	Whistle	Sea	Red belt for reserve	Garters	Traffic Gatra	Number plate	Leather stockings

6									
Mochi's Accessocries (Number)									
56	57	58	59	60	61	62	63	64	65
Black ball	Black reel	Black cup	Brown cup	Toe-plate	Tip flag	Heel left	Half soles	Heel belt	Full soles

6							7	8
\Mochi's Accessocries (Number)							Signature of depositor	REMARKS
66	67	68	69	70	71	72		
Hinile Ball	Seal	Nails	Nails	Nails half				

Note 1 :- The register should be balanced monthly and the balance certified by the Lines Officer.

Note 2 :- A reference to the acquittance roll should be given in the remarks column when articles are issued to men away from headquarters.

FORM NO. 4.37(1)A

POLICE DEPARTMENT __________ DISTRICT

ABSTRACT STATEMENT SHOWING THE CASE TRANSACTIONS OF THE CLOTHING FUND DURING THE FINANCIAL YEAR 19

1	2	3	4	5	6
Receipts	Amount	Total	Disbursements	Amount	Total
Balance on 1st April, 19. Clothing allowance for additions to the strength of the Force at Rs. 10 per head constable. Annual clothing allwance for the District Police, at Rs. 8 per head constable and constable. Amount received from Government under rule 10.13(c) Police Rules. Amount received on account of clothing allowance of additional police of all kinds. Amount received on account of clothing to replace deficiencies . Allotment from Inspector General's reserve Öther receipts"-	Rs. A.P.	Rs.A.P	Paid for clothing Paid for carriage clothing material Paid to men ceasing to be members of the clothing Fund Other payments - (a) Repairs to clothing (b) Advances recoverable issued on payment or other advances (c) Other miscellaneous petty payments	Rs.A.P.	Rs.A.P.
(a) Sale-proceeds of old clothing					
(b) Refunds of advance or of cost of articles issued on payment			Balance in hand on 31 March, 19		
(c) Other miscelleneous petty amounts			GRAND TOTAL		
GRAND TOTAL					

(Form to be hand drawn)

Dated _________ Superintendent of Police

The ___________

FORM NO. 4.37(1)B

POLICE DEPARTMENT __________ DISTRICT

BALANCE SHEET OF THE CLOTHING/EQUIPMENT FUND ON THE 31ST MARCH, 19

1	2	3	4	5	6
Assest	Amount	Total	Liabilities	Amount	Total
Cash balance in hand on 31st March, 19 . Cash due from Police Officers on account of *clothing/equipment* supplied on payment	Rs.A.P.	Rs.A.P.	Due for clothing/equipment supplied	Rs.A.P.	Rs.A.P.
Estimated amount recoverable from Government for clothing deposits under rule 10.13(c) calculated at Rs. 8 per member of the Clothing Fund who enlisted prior to the 1st April, 1905. Due from other than Police Officers Stock - Value of new clothing/equipment in hand			Clothing deposits of members who enlisted prior to 1st April, 1905 at Rs. 16 each. Estimated cost of Clothing/equipment the issue of which is due or has been sanctioned, but which has not yet been supplied		
Value of full kits in stock in excess of the sanctioned strength at Rs. 16 each. Value of second hand clothing/equipment in hand			Balance stock and cash		
GRAND TOTAL			GRAND TOTAL		

(Standard Form)

Dated _________	
	Superintendent of Police
The ___________	

CHAPTER 5

Equipment

5.1. Articles provided from the equipment fund. - All authorized articles of equipment are shown either in "Equipment Tables, Civil Police and Jails", is supplied by the Ordinance Department, or in the printed list referred to in rule 4.27(2), if obtainable by direct purchase.

5.2. Muster patterns. - (1) Muster patterns of all articles of foot equipment, except beds and boxes, shall be kept in the office of the Assistant Inspector-General, Government Railway Police, each Superintendent and the Principal, Police Training School. Muster patterns of all articles of horse equipment except saddles shall also be kept in districts where there are police mounted on horses. A muster pattern saddle shall be kept by the Senior Superintendents of Police, Lahore and may be obtained for comparison by other Superintendent of Police if saddles supplied appear noticeably different from the authorized pattern in quality or otherwise. Muster patterns of all articles of camel saddlery shall be kept by the Superintendents of Police of the Hissar and Mianwali Districts and articles supplied by contractors, if they appear materially different from authorized patterns in quality or otherwise, may be sent to those districts for comparison with the muster patterns by the survey committee. Inspection diagrams of horse and camel kits are obtainable from the Controller of Printing and Stationery, Punjab, Chandigarh.

(2) The procedure for the issue, sealing and checking of muster patterns of equipment shall be as prescribed in rule 4.2 in regard to clothing.

5.3. Supply of articles to enrolled police officers. - All equipment supplied to enrolled police officers shall be in accordance with the muster patterns in all respects.

5.4. Replacements. - (1) The minimum periods for which certain articles of equipment are expected to last under normal conditions of fair wear and tear are given in the table referred to in rule 4.27. Only unserviceable articles shall be replaced, however, even when technically time expired.

(2) All equipment lost, destroyed or reported unserviceable shall be reported on by a survey committee constituted in accordance with rule 6.22 in the form referred to in that rule. The committee shall consider whether replacement has become necessary owing to fair wear and tear, or conditions over which the policeman to whom the equipment was issued had no control, or to misuse or neglect, and shall apportion the cost between the Government fund and the individual accordingly. Report, of such committees for replacement and apportionment of cost shall not be acted on until an order has been issued by the Superintendent of Police in the order book giving effect to them.

5.5. Stamping of articles of equipment. - All equipment issued to enrolled police officers is the property of Government and shall be stamped as follows before issue in letters and numbers a quarter of an inch in height : provided that the initial issues to upper subordinates referred to in sub-rule 5.4(3) shall not be stamped :-

(a) All articles, not specially mentioned below, with the district cypher and the year of issue.

(b) Belts and sword bayonet frogs:- with the belt plate number, district cypher and the year of issue on the backs.

(c) Ammunition and expense pouches :- with a serial number, the district cypher and the year of issue, on the inside of the flap.

(d) Handcuffs :- with a serial number, which shall also be stamped on the key, and the district cypher.

(e) Handcuffs chains :- with the serial number and district cypher on the handle. So far as possible handcuffs and chains of corresponding numbers should be kept together.

5.6. Beds and Boxes; numbers to be maintained. - (1) Beds and boxes shall be maintained at the rate of one for each lower subordinate authorized in the distribution statement, and shall be issued to lines, police stations, etc., in accordance with authorised distribution of establishment. Spare beds and boxes not to exceed in number 5 per cent of the total strength of lower subordinates may be maintained in lines, for the use of policemen temporarily accommodated there.

(2) Beds and boxes for additional police shall be made up as required. On the disbandment of such additional police, their beds and boxes shall be absorbed in the fixed allotment to replace shortages.

(3) All officers are prohibited from taking Government beds and boxes for the use of themselves or their private servants.

(4) A statement showing the number of beds and boxes allotted shall be hung up in every barrack, guard room, police station and post.

(5) Each bed and box in a police station and its subordinate posts and guard rooms shall be marked with the police station cypher and a serial number, while those kept in lines, barracks and in guard rooms at headquarters shall be marked with the lines cypher and a serial number. The box allotted to each bed shall have the same serial number and cypher as the bed.

5.7. Patterns of beds and boxes. - Beds shall be 6 feet long and 2 feet 6 inches wide; measured from the inside of the legs. Beds and boxes shall be of uniform pattern of the type which has become standardized by long usage in the police department. Boxes shall be made of wood 1" thick, internal measurements being 2’ x 1½’x 1’-4" and shall be raised from the ground two inches by two pieces of wood along the sides of the same thickness as the box.

Note :- In all modern police barracks, wall cupboards are supplied as well as boxes. As far as possible constables shall be forbidden to keep private boxes in barrack rooms.

5.8. Purchase and repair of beds and boxes and cleaning materials. - (1) The cost of purchase and repairs of beds and boxes shall be met from the equipment fund.

Urgent petty repairs to beds and boxes shall be carried out promptly under the orders of the Lines Officers or officer-in-charge of the police station and paid for from his permanent advance, the amount being recouped as prescribed in rule 10.109(2) from the equipment fund.

(2) Damage to beds and boxes resulting from fair wear and tear shall be made good at the expense of the equipment fund. The cost of repairing damage resulting from carelessness, neglect or mischief shall be borne by the person who, in the opinion of the Superintendent, is responsible for such damage.

(3) Materials required for the cleaning of equipment may be purchased at the expense of the equipment fund. This does not include cleaning material for articles of equipment issued as part of full kits, e.g., belts and boots.

5.9. Supply of house equipment to upper subordinates. - (1) Each upper subordi-

nate required to maintain a house shall, on first appointment to that rank, be supplied at the cost of the equipment fund, with a full horse kit of the prescribed pattern. A sword and S.B. belt shall be similarly supplied.

(2) Upper subordinates appointed before Ist April, 1928 were not issued with horse equipment, but were required to provide it at their own expense. Officers appointed on or after that date have been so provided.

All horse equipment provided at the expense of Government is the property of the equipment fund of the district concerned and shall not be permitted to leave the district. As funds permit, each district shall acquire the full number of horse equipments required for upper subordinates of the district. Should any upper subordinate appointed before Ist April, 1928, be in possession of horse equipment in good condition this may be acquired by the equipment fund. A survey committee consisting of a gazetted officer and two upper subordinates shall fix the price with due regard to the age and condition of the equipment.

5.10. Supply of Government cycles. - (1) Government cycles of a standard pattern for the use of the police department are issued to districts according to their requirements. The proper care and maintenance of these cycles is of great importance and any loss or damages concerning them shall receive the same attention as in the case of arms. The Lines Officer at headquarters, and station house officers and clerks in police stations, shall be held responsible for reporting all cases, other than punctures and similar running repairs, which should be put right immediately by the man concerned, of loss or damage to cycles under their care, and an entry shall be made in the daily diary giving exact details of the loss or damage. The cycles being a regular part of police equipment, the procedure prescribed in rule 5.4(2) shall invariably be followed when such cases are reported.

All lower subordinates are expected to be efficient in the use and proper care of a cycle. Cycles can be freely used for patrolling, process-serving, message carrying and other duties in which their employment can economize time and man-power. Gazetted Officers and Inspectors shall pay particular attention to the condition of cycles at their inspections, both formal and casual, and shall mention the matter in their reports. Expenditure in connection with the purchase of Government bicycles shall be met from the reserve allotment at the disposal of the Inspector General under the secondary unit of appropriation - 'Purchase of bicycles- Audited Contingencies'. Bicycles may also be purchased locally from the equipment fund with the sanction of the Inspector-General of Police when the funds under 'purchase of bicycles' - Audited Contingencies' are inadequate. Expenditure on repairs to bicycles, including the cost of component parts shall be met from the allotment for "Contract Contingencies". Standing orders shall be issued in every district regarding the cleaning and maintenance of cycles and shall be strictly enforced.

(2) A History Sheet shall be maintained for each Government cycle in form 5.10(2) which shall be checked and signed by gazetted police officers and inspectors during their inspections.

5.11. Annual statements of transactions of the equipment fund. - (1)At the end of each financial year statements in Forms 5.11 and 4.37(1) B, showing the transactions of the equipment fund for the past twelve months shall be prepared in each district and entered in the cash-book after the balance for the year in question. A copy of the Balance-sheet of the Equipment Fund should be submitted to the Inspector-General of Police.

(2) Deputy Inspectors-General after their inspections of districts shall submit a copy of their remarks on the condition of the equipment funds to the Inspector-General.

5.12. Equipment stock register. - (1) An equipment stock register shall be maintained by the clothing clerk, head constable in Form 5.12(1) in which shall be shown separately under heads (a) horse equipment, (b) camel equipment, (c) foot equipment and cycles, each article supplied from the equipment fund.

The equipment stock register shall be balanced and audited on the 31st March and 30th September by the reserve inspector, or, in districts where there is no reserve inspector, by the Lines Officers, who shall certify under each head that he has taken stock and that the balance shown in the register is correct. This certificate shall be countersigned by the Superintendent or a gazetted officer empowered by the Superintendent to do so.

(2) A statement in English showing the permanent distribution for the whole district of articles of equipment, other than articles in the personal keeping of individual police officers, shall be prepared and pasted in the equipment stock register after the half-yearly balance is struck.

5.13. Application of orders in chapter IV to chapter V. - The orders in Chapter IV regarding the clothing fund, clothing contracts, etc., shall as far as possible, apply, *mutatis mutandis* to the equipment fund and articles of equipment.

5.14. Issue of articles of equipment. - All articles of equipment shall be issued made in the same way as issues of clothing, as provided in Rule 4.16.

5.15. Purchase and acquisition of miscellaneous stores. - For the distribution and checking of all Government stores the district police lines is the channel. All stores newly acquired must be sent in the first instance to lines and entered in the appropriate registers. All stores needing repair, other than emergent repairs such as those referred to in rule 5.8(1), or ordered to be condemned must also be sent to lines. In this way registers of Government properly maintained in lines will act as a check on all Government property throughout the district.

5.16. District Miscellaneous Stores Register. - (1) A register to be called the District Miscellaneous Stores Register in Form 5.16(1) shall be maintained by the head clerk in English and, in the lines, by the kot head constable in vernacular. In it shall be entered all Government property in the possession of the Police of the district including live stock, except horses borne on the chanda fund, arms, ammunition, equipment or clothing. Form 5.16(1) shall be ruled on ordinary folio size paper. The register shall contain continuous entries from year to year. Each entry shall be attested by the Lines Officer in the column for remarks. At the time it is made the balance of the particular store affected shall be made out. At the end of each page all the balances shall be shown in the last line and carried forward to the next page.

(2) On the 10th April and 10th October of each year the balance under all stores shall be shown in one line, and shall be verified, by count by the reserve inspector or a gazetted officer, and this fact and his signature shall be recorded in the register in the column for remarks. When verifying this balance by count, the reserve inspector or gazetted officer will have before him (a) stock taking balances due from police stations on 31st March and 30th September, (b) the distribution register of miscellaneous stores prescribed in rule 5.17.

To facilitate this check, on or about the 15th March and 15th September, the head clerk shall send out to each police station a blank return form, i.e., a printed list of articles corresponding to the headings of the miscellaneous stores register. These forms will be completed and returned by police stations.

A certificate shall be forwarded to the Deputy Inspector General of Police that this verification has been carried out.

(3) Deputy Inspectors-General at their inspections shall call for this register and see that entries have been regularly made and verify the record of actual count. They shall, if possible, verify by actual count the balance of one or more items.

(4) To enable this check to be carried out regularly, on 5th April and 5th October of each year the Lines Officer shall bring to the notice of the Superintendent of Police the non-receipt of stock-taking lists of property from any police station.

(5) This register shall be destroyed seven years after the date of last entry.

5.17. Distribution Register of Miscellaneous Stores. - A register to be called the Distribution Register of Miscellaneous Stores shall be maintained by the head clerk in English, and by the kot head constable in vernacular, in Form 5.17. This register shall be divided into parts for each description of article, such as tents, livestock, furniture, etc., and pages for miscellaneous articles shall be reserved at the end.

After the six-monthly checks on 10th April and 10th October, prescribed in sub-rule 5.16(2), balances shall be struck in the Distribution Register of Miscellaneous Stores to indicate the latest distribution of property.

5.18. Lines Miscellaneous Stores Register:- A register in Form 5.16(1) shall be maintained in lines by the kot head constable. In it shall be entered all Government property in lines or under the control of the reserve Inspector or Lines Officer including livestock. On 31st March and 30th September the stock taking balance shall reported to the head clerk for use in the check referred to in rule 5.16(2).

In the case of property issued for regular use a note shall be made in the remarks column showing the police officer in whose direct charge such property is.

5.19. Temporary Issue and Receipt Register. - A register shall be maintained by the kot head constable in Form 5.19 of all miscellaneous property issued temporarily. In this register shall also be entered all property received by the Lines Officer for sale, repairs or distribution, etc. All receipts shall be shown in black and all issues in red ink. The remarks column shall give a reference to the items in the equipment stock or other register, both when articles are issued and when returned to stock.

The register shall be checked and signed once a fortnight by the reserve inspector or Lines Officer, who shall note the articles not yet returned or pending disposal. The register shall be destroyed seven years after the last date of entry.

5.20. Scale of tents. - The scale of tents allowed for each district will be published from time to time by the Inspector-General in the *Police Gazette.*

The minimum period of duration of tents shall be :-

Swiss cottage tents and light field service tents, - 6 years

Pals - 3 years

Tents shall not be condemned if still serviceable, even though the minimum period prescribed above may have been exceeded.

5.21. Indents for tents. - (1) Indents for tents shall be submitted on 20th Feburary in each year, and tents shall be obtained from the Borstal Jail, Lahore.

(2) All tents shall be surveyed by a Central Committee at Lahore in accordance with Punjab Government endorsement No. 17417-C and I., dated 17th September, 1917. On tents being passed and reaching their indenting district they shall be marked on each separate part with the words "Punjab Police" and the cypher of the district, and year of receipt.

(3) Within four days of tents being received at the headquarters of the indenting district, intimation of their safe arrival shall be sent to the Inspector-General of Police with a view to their cost being paid.

5.22. Government property in barracks. - Each barrack shall be under the charge of a head constable, selection grade constable or assistant drill instructor, appointed by the Lines Officer, who shall be responsible for all Government property therein, for the discipline of its inmates and for its cleanliness. Officers who occupy separate quarters shall be held strictly responsible for all Government stores in such quarters.

5.23. Stock Book of miscellaneous Government property in offices of Inspector-General and Deputy Inspectors-General. - (1) A Miscellaneous Stores Register, as prescribed in rules 5.16(1), will be maintained in the office of the Inspector-General and of each Deputy Inspector-General showing of the livestock, European and other miscellaneous and moveable property in their custody, including iron safes, European locks, European scales and weights, tents, ordrnance stores, machines of European manufacture, e.g. type. writers, bicycles, duplicators, scientific and mathematical instruments, boats, vehicles, bugles, dark lanterns, etc. etc.

The following articles shall not be entered in the register :-

(a) Books and articles of petty value.

(b) Stores, such as stationery for the audit of which there are independent arrangements (P.G.C.C. No. 29).

(2) Stock shall be taken and the register balanced and audited on the last days of March and September by the Office Superintendent or the head clerk, who shall certify under each head that he has taken stock and that the balance shown in the register is correct. This certificate shall be countersigned by the head of the office who shall satisfy himself as to the condition of the articles on stock. To facilitate identification, each article shall be marked with the name of the office concerned.

FORM NO. 5.12(2)

POLICE DEPARTMENT __________ DISTRICT

History sheet of cycle

__________ Cycle Maker's No. __________

District serial No. __________ purchased from Messrs and __________________ on ____________________ for Rs. __________ .

1	2	3		4	5	6
		Cost of repairs				
Police Station or person with whom in use when repairs became necessary	Particulars of repairs effected by whom and date	Borne by Government	Borne by defaulter	Progressive expenditure on repairs	Initials of inspecting officer	REMARKS

Notes (1) :- The cycle will be produced before the Reserve Inspector or Lines Officer in the condition in which it is received from the Police Station for repairs, etc. At the same time the Armourer will put up an estimate for the repairs. The inspecting officer will sanction the repairs or otherwise pass orders as he thinks fit.

(2) On the completion of repairs the cycle will be produced again before the inspecting officer. It will then be decided the expenditure incurred on the repairs to be borne by Government or by the defaulter. Full details of repairs will then be entered in columns of the History-sheet and will be initialled by the inspecting officers.

MOVEMENTS

Date	To whom made over	Signature of receiving officer

FORM NO. 5.11

POLICE DEPARTMENT ____________ DISTRICT

ABSTRACT STATEMENT SHOWING THE CASH TRANSACTIONS OF THE EQUIPMENT FUND DURING THE FINANCIAL YEAR

1	2	3	4	5	6
Receipts	Amount	Total	Disbursement	Amount	Total
	Rs. np.	Rs. np.	Paid for horse equipment	Rs. np.	Rs. np.
Balance on 1st April, 19			Paid for foot equipment (give details of each issue, etc.)		
Horse equipmt allowance at Rs. 7 each			Balance in hand on 31st March, 19		
Foot equipmet allowance at Rs. 2 each					
By sale of old articles of equipment					
By equiment allowance of additional police					
Other receipts not specified above					
GRAND TOTAL			GRAND TOTAL		

(Form to be drawn by hand)

Dated

The 19 Superintendent of Police

FORM NO. 5.12(1)

POLICE DEPARTMENT ____________ DISTRICT

EQUIPMENT STOCK REGISTER
LINES REGISTER No. 5

RECEIPTS

1	2	3										4
Date	Nature of receipt	ARTICLES										REARKS*

EXPENDITURE

1	2	3										4
Date	Nature of expenditure	ARTICLES										REARKS*

Note :- This register shall be divided into the following three parts, separate pages being assigned for each part:-

(a) Horse equipment articles (b) Camel equipment articles; (c) Foot equipment articles and bicycles.

The account shall be balanced every half year or on transfer of the Lines Officer or Reserve Inspector, or when specially desired for the purpose of stock-taking. See instructions in rule 5.12(2)

*Here quote whether the issue is a general or a special one, or an article has been issued on payment. In the last case note the amount.

FORM NO. 5.16(1)

POLICE DEPARTMENT ____________ DISTRICT

MISCELLANEOUS STORE REGISTER OF THE OF DISTRICT

Date	Nature of transactions	DESCRIPTION OF STORES					REMARKS
		a.	b.	c.	d.	etc.	
	Opening balance						
	By purchase						
	Balance						
	By purchase						
	Balance						Sale price credited on
	Unserviceable and sold						
	Balance						
31-3-19	Balance						Verified

(To be rules on ordinary folio size paper)

FORM NO. 5.17

POLICE DEPARTMENT ____________ DISTRICT

DISTRIBUTION REGISTER OF MISCELLANEOUS STORES

Name of article

1	2			3										4			5
DATE OF ______ Expen-diture Receipt	Nature of Receipt or Expenditure	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total	Remarks
		16	17	18	19	20	21	22	23	24	25	26			Police Office			
		Lines	Police Station	Police Station														

(Bilingual Standard Form)

Note :- Articles supplied to the Police Hospital and Guards, etc., at headquarters, under the control of the Reserve Inspector shall be shown as in lines column 3(1), and articles at out-posts‘, road posts etc., as in the police station within the jurisdiction of which such posts, etc., are situated.

FORM NO. 5.19

LINES REGISTER NO. 12

REGISTER OF ARTICLES ISSUED TEMPORARILY AND OF TRANSMISSION OF PROPERTY

1	2										3	4	5
Date on which received or issued	NUMBER OF ARTICLES, WHENCE RECEIVED AND FOR WHAT PURPOSES OR TO WHOM ISSUED AND WHY										Signature of the officer to whom articles have been issued	Date of return of the articles or date of final disposal : and signature of the Kot Head Constable for Lines Officer	REMARKS
	1	2	3	4	5	6	7	8	9	10			
	Brief nature of receipt or issue giving names, number, and rank of the officer to whom issued or from whom received	Muskets (complete)	Swords (complete)	Lathis									

Note :- (1) Receipts to be shown in black and issues in red ink.

Note:- (2) The remarks column should give a reference to the items in the Equipment Stock or other register, both when articles are issued and when returned to stock.

CHAPTER 6

Arms and Ammunition

6.1. General scale of arms, ammunition and stores for maintenance. - The armament of the police is fixed by orders of the Central Government, without which authority no changes in the nature and amount of such armament may be made. The authorized scale of arms, ammunition, equipment for the carrying and stores for the repair and maintenance of arms is shown in "Equipment Tables of Civil Police and Jails", published under the authority of the Government of India and obtainable from the Central Publication Branch, Central Government, Calcutta. At least two copies of this publication shall be in the possession of each range Deputy Inspector-General and Superintendent of Police, and special care shall be taken that they are kept up to date by the insertion of authorized corrections as issued from time to time.

6.2. Source of supply of arms, ammunition, etc. - (1) All items shown in the Equipment Tables shall be obtained by indent, in the manner prescribed in the rules which follow, from the Ordnance Department. Police armament is supplied on payment, charges being met from funds administered by the Inspector- General. In respect of certain items the Inspector-General may decide, from time to time, to obtain supplies from sources other than the Ordnance Department. Such exceptions to the general principle that the Equipment Tables are the authority for demands will be notified in the *Police Gazette* or otherwise.

(2) In every police office concerned a special permanent file shall be maintained containing copies of orders by the Inspector-General authorizing exceptions to, or deviations from the Equipment Tables. Except in the office of range Deputy Inspector's-General, this file shall be kept in duplicate, one copy being in the English Office and the other in the headquarter lines office.

6.3. Distribution of arms to districts. - The distribution of arms to districts is fixed by the Inspector-General in accordance with the principles approved from time to time, by the Central Government. Each district shall maintain a printed statement showing the total armament of the district as so fixed and its permanent distribution within the district as approved by the Deputy Inspector-General of the range. This statement shall be countersigned in duplicate by the Deputy Inspector-General and one such countersigned copy shall be hung up in the Office of the Superintendent and the other in the armoury. Relevant extracts, duly signed by the Superintendent of Police, personally shall be hung up in the armoury, or equivalent place where arms are stored, of the lines and of every police station, post or standing guard where arms are maintained.

6.4. Description of police armament. - The classes of armament authorized for the police are as follows :-

(a) Rifles - Short magazine Lee-Enfield, for mounted police, Ist armed reserves and such other police as may be authorized to be so armed.

(b) Muskets breech-loading .410 bore for head constables and constables in the proportion of the total establishment of those ranks for which such armament is authorized. (*vide* rule 6.5)

(c) Rifles - short .22 inch R.F. for instructional purposes, in numbers authorized for each district by the Inspector-General.

(d) Pistols - Revolver .455 inch for gazetted officers and upper subordinates according to the scale and conditions prescribed in rule 6.5.

(e) Sword bayonets pattern 1903 for rifles, short M.L.E. pattern 1903 for .410 muskets (one per musket) and pattern 1887 for side arms for such proportion of establishment as may be authorized.

6.5. Scale of arms in districts. (1) The armament of police in districts is calculated according to the following scale :-

Muskets -

(a) Permanent standing guards	One per man.
(b) Police Stations	The proportion fixed by Government for each class of police station.
(c) Reserve at head-quarters	20 per cent of the total sanctioned establishment of head constables and 40 per cent of that of constables, exclusive of the number of those ranks armed with rifles
Reserve at Police Training School, Phillaur	237 .303 H.V. Rifles and 500.410 muskets.

Note :- The 237-303 H.V. rifles are available for training purposes but they can only be drawn on for issue under the orders of the Inspector-General. 110 .410 muskets and 6.22 Lee Enfield rifles are also maintained for training purposes.

Rifles:-

Mounted police and Ist armed reserve.	One per man

Revolvers :-

All upper subordinates	One per officer

(2) The above scale applies to all districts except those for which a special scale, either for the whole district or for a portion of its establishment, has been authorized by Government and notified by the Inspector-General. The sanctioned scale of revolvers includes a proportion for officers officiating as upper subordinates, and for upper subordinates of additional police.[1]

(3) When the establishment of a district is increased or decreased, or when the strength of any police station or guard within a district is altered in such a way as to affect the above scale, application shall be made to the Inspector-General to alter the total armament of the district accordingly, or to the Deputy Inspector-General to alter the distribution of arms within the district, as the case may be.

6.6. Changes in fixed distribution. - A Superintendent may, in case of necessity, temporarily increase the issue of arms to any place, but all such changes shall be reported to the Deputy Inspector-General, who will satisfy himself at his inspections that the authorized permanent distribution is not altered without his sanction.

6.7. Stamping of arms. - All arms issued to the police, with the exception of revolvers, shall be stamped with the district cypher and a serial number. Rifles and muskets shall be stamped on the butt plate; bayonets shall be stamped on the hilt and bayonet scabbards on the locket.

6.8. Register of distribution of arms. (1) The distribution and movement of individual arms on charge, shall be recorded in Part I of the Arms Distribution Register (Form 6.8) to be kept by the kot head constable under the supervision of the Lines Officer. In this register shall be shown only actual arms and those accessories which are issued with them

1. Memo 2647/9-21/23, dated 23rd November, 1927.

and the register shall be divided so that a record of each item may be kept separately, - *vide* instructions in the form. Columns 3 and 4 of the form shall be balanced daily, the balance being shown in red ink, provided that no balance need be struck on any day when no transaction has taken place. The normal transaction is an issue from one sub-column of column 3 balances by a receipt in another, the district total being unaffected; where an entry affecting the latter is made, e.g., the return of a musket to the arsenal or the transfer of a bayonet scabbard to condemned stock - an explanatory entry shall be made in column 5. Care must be taken that when a weapon is moved, the necessary entries are made respecting any accessory moved with it. The Lines Officer shall check this register at frequent intervals.

(2) In Part II of the register shall be maintained a nominal roll of the distribution of revolvers on charge in the district.

(3) A separate register in Form 6.8(3) shall be maintained by the kot head constable under the supervision of the Lines Officer in which a history sheet of each weapon on charge in the district be entered.

6.9. Special orders regarding rifles M.L.E. .303. (1) All rifles M.L.E. shall be kept in the armoury in a separate rack. A register (Form 6.9(1)) shall be maintained by the kot head constable under the supervision of the Lines Officer showing the names of the men permanently mobilized at headquarters to whom M.L.E. rifles are issued, and the arsenal number of the rifles and rifle-bolt issued to each man. When rifles are issued from the armoury each man take the particular rifle registered against his name and will be held responsible for it.

(2) If the kot head constable finds, when a rifle is being returned to store, that it is damaged or that any part of it is lost or damaged, he shall produce the man surrendering the rifle before the Lines Officer, and cause an entry to be made in the lines diary detailing the loss or damage that has occurred.

(3) Every Police Officer, who loses or damages his rifle bayonet, or any part thereof, shall report such loss or damage without delay to the officer commanding his party. A report shall be submitted immediately in writing to the Lines Officer, who will inform the Superintendent of Police without delay. An enquiry shall be made immediately in accordance with instructions laid down in rule 6.22. In the event of the loss of a rifle, rifle-bolt or musket-bolt the police officer directly responsible shall be suspended until the orders of the Deputy Inspector-General of Police are received on the report of the Committee of Enquiry. Any police officer, who fails to report forthwith the loss of a rifle or rifle-bolt by a man under his command, shall be suspended and charged with neglect of duty. An officer, to whom the report of such loss is made, shall immediately take all possible steps for the recovery of the rifle or bolt.

6.10. Custody and care of arms. (1) All arms, when not in use, shall be kept in racks in the armoury or other place appointed for the purpose. In the lines the kot head constable, under the direct and personal supervision of Lines Officer; at police stations, the station clerk, under the supervision of the officer in charge of the police station; and at all other places the officer in command of the detachment shall be directly responsible for the custody and care of all arms borne on charge and for the correctness of all issues and receipts.

(2) Detailed instructions for the cleaning of rifles, muskets and bayonets are contained in Appendix 6.10(2). The individual police officer to whom a weapon is issued shall be responsible for cleaning it according to these instructions before and after use. The periodical cleaning and oiling of arms not in use shall be done by fatigues told off for the purpose. The "pull off" of all rifles and muskets shall be tested annually.

(3) Every police officer is personally responsible for the safe custody and care of every weapon, or accessory thereto, issued to him, until it is returned to the custody of the officer responsible for issuing it, as prescribed in sub-rule (1) above.

6.11 Revolvers. (1) Notwithstanding anything in rule 6.10 above, a police officer to whom a Government revolver has been issued shall be personally responsible for its custody and care at all times, save when he shall have disposed of it as provided in sub-rule (3) below, when proceeding on leave.

(2) In addition to the record maintained in Part II of the Arms Distribution Register, the number and make of the revolver issued to an upper subordinate shall be entered in his character roll.

(3) When an officer to whom a revolver has been issued ceases to be a police officer, or ceases to belong to a rank to which revolvers are issued, or proceeds on leave other than casual leave, he shall return the revolver issued to him, together with all equipment, ammunition and accessories issued to him with such revolver, to the Lines Officer for deposit in the headquarters armoury.

(Note :- Each revolver on charge shall be fitted with a khaki cord lanyard of approved pattern at the cost of the equipment fund).

6.12. Ammunition - scale of. - Ammunition for arms held by the Police is authorized on the scales shown in the "Equipment Table, Civil Police and Jails". The allotment shown in table 2 is "service" ammunition; that shown in table 11 is the annual or "practice" supply.

6.13. Distribution of ammunition. - (1) The primary division of ammunition on charge is into "service" and "practice" stocks, according to the scales referred to in rule 6.12 above.

(2) Ammunition shall be supplied from the "service" stock to police stations, outposts, and standing guards where muskets are kept at the scale of ten rounds ball and five rounds buckshot per musket. At police stations and outposts the whole of these stock shall be kept ordinarily in a locked box in the store room, issues being made as required for use. At guards ten rounds ball shall be issued to each head constable and constable of the guard and shall be carried in a pouch, and the stock of buck-shot ammunition shall be kept in a locked box in charge of the guard commander, to be issued only when required for use. Buckshot ammunition shall also be issued to escorts at five rounds per musket.

Each police sentry who is armed with a musket and his relief shall carry in his expense pouch three rounds of buckshot ammunition.

(3) The remainder of the "service" stock and the whole of the "practice" stock, except the expense stock referred to in rule 6.14 shall be kept in the magazine.

(4) The total stock of ammunition of all kinds, with the divisions and distribution of each class, shall be shown in each district in a statement to be countersigned by the Deputy Inspector-General of Police and hung up in the magazine and in the office of the Superintendent of Police. Relevant extracts from this statement shall be supplied to each police station, etc., having ammunition on charge.

(5) The Superintendent of Police may, in case of need, temporarily alter the amount of service ammunition kept at any place, but all such alterations shall be reported to the Deputy Inspector-General of Police.

6.14. "Expense" stock. - (1) A small stock, the amount of which shall be fixed for each district with the approval of the Deputy Inspector-General of Police, and shall not ordinarily exceed one full box, shall, in the case of the following classes of ammunition, be

issued from the "practice" stock in the magazine to the charge of the kot head constable to be kept by him in the armoury as the "expense" stock, viz., cartridges ball. 410 bore; buck shot. 410 bore; blank M.H. and blank. 303 inch. 'Ball ammunition. 303 may be issued in the expense stock and stored elsewhere than in the magazine, provided that orders regulating the amount to be thus issued and stored, and the place and manner of storage, shall be countersigned and confirmed by Deputy Inspector- General of Police in respect of Districts and Recruits Training Centres and by the Commandant, Provincial Armed Police, Assistant Inspector-General, Government Railway Police and Principal, Police Training School, in respect of their respective commands. In computing the number of rounds it is necessary to issue any store, due regard must be had to all governing circumstances and conditions. In no case should the amount exceed two full boxes. Catridges shell. 303 inch, shall be kept in the expense stock.

(2) From the expense stock, issues shall be made to armed parties proceeding on patrol, escort and other armed duties and to all parties detailed for practice with blank ammunition or on the range. If the expense stock is insufficient for the needs of such parties, it shall be supplemented by an issue from the magazine.

Note :- The "Quarter Guard" being a permanent guard, shall have its own stock of ammunition under rule 6.13(1) and shall not be supplied from the expense stock.

(3) From the expense stock there shall be kept filled in the armoury so many bandoliers (40 rounds ball), pouches (10 rounds ball), expense pouches (3 rounds buckshot) as the Superintendent of Police may by standing order direct, according to the scale considered necessary in each district for emergencies and or issue to normal daily armed duties. The remainder of the expense stock shall be kept by the kot head constable in a locked box. The ammunition kept in pouches shall, however, always be issued on the first opportunity for expenditure on the range and replenished from the balance of the stock.

(4) The kot head constable shall personally make all issues and receipts and keep the account of this stock in Form 6.14(4). He shall replenish the stock as required from the magazine in exchange for a corresponding number of empty cases, damaged or lost rounds.

6.15. Revolver ammunition. - (1) Ammunition is issued free to all officers in possession of service revolvers on the scale shown in the equipment Tables; in addition all such officers are allowed to purchase 50 rounds annually from the Ordnance Department at cost price. Such purchases, except the initial purchase by each officer, as well as all replenishments of the free issue, must be supported by the deposit of an equivalent number of empty cases or loss statements in I.A.F. A-498 duly anthenticated in lieu thereof.

(2) Officers are personally responsible for their own ammunition, both that issued to them free and any which they may purchase. The total stock of revolver ammunition and its distribution to gazetted and non-gazetted officers will be shown in the statement prescribed in rule 6.14(4), but no detailed account of it will be kept in the magazine. Any officer may with the permission of the Superintendent of Police, deposit such proportion of his revolver ammunition as he may wish for safe custody in the magazine in a box, or other receptacle, locked or sealed by himself.

(3) Replacement of revolver ammuition expended, whether on service or practice, shall be made, when supplies are received from the arsenal in compliance with annual or special indents submitted for the whole district (*vide* rule 6.25). Empty cases shall be deposited after each expenditure of ammunition with the kot head constable, who shall enter the receipt and the name of the officer making the deposit, in the expense stock register. When cartridges or empty cases are lost, the officer from whose stock they have been lost shall be responsible for reporting the matter and for having the necessary loss statement prepared.

6.16. Ammunition accounts. - Ammunition of any class expended in action against criminals, or in any manner otherwise than in annual musketry practice, shall be debited to the service stock. The practice stock is provided solely for training purposes, viz., elementary and range practices and repetitions thereof as duly authorized from time to time. The allotment represents the *maximum* which may be so expended annually.

(2) The service stock must always be kept complete, any expenditure from it being replaced immediately from the expense stock. Should such replacement of service ammunition reduce the practice stock below the amount required for training, a special indent against "Service" expenditure may be submitted [*vide* rule 6.26(4)].

(3) In order that the oldest ammunition on charge may be expended in practice, all ammunition received from the arsenal shall be placed in the service stock, a corresponding transfer of the oldest of that stock being made to the practice stock. This transfer shall normally be carried out when the annual supply of ammunition is received from the arsenal; it shall be combined with the renewal of all service ammunition on issue of police stations, guards etc., all such ammunition being withdrawn and transferred to the practice stock in the magazine and being replaced from the next oldest portion of the service book.

(4) No account of the service stock other than the distribution statement [rule 6.13(4)] is necessary. Transactions affecting the practice stock shall be recorded in the magazine register [From 6.16(4)]. In this account, so far as possible, bulk transactions only shall be shown. Except in the case of .303 ammunition, the details of which must be kept in the magazine register, issues for whatever purpose from the magazine shall ordinarily be made to the expense stock, and the detailed expenditure shall be recorded only in the accounts of the latter. Similarly, empty cases and damaged rounds shall be collected in the expense stock and deposited in the magazine in bulk in exchange for fresh ammunition.

6.17. Control and inspection of magazines and storage of ammunition therein. - Rules for the control and inspection of magazines are published as Appendix 6.17(A). Each class of ammunition shall be kept together and separate from other classes. In each class service shall be separated from practice stock, and within each such stock, spaces shall be left between groups of boxes received at different times from the arsenal. Each such group shall be marked with a card showing the date of receipt, date of entry in service or practice stock as the case may be, and the ordnance mark and date of manufacture. When miss-fires and other defects occur tests shall be carried out according to the rules in the Appendix 6.17(B).

6.18. Disposal of empty cases and defective rounds. - Empty cases and defective rounds may be returned to the arsenal at any time and should be so returned periodically as they accumulate, the return being supported by a voucher in each case in I.A.F. Z.-2096 in duplicate. Pending return to the arsenal, empty cases of each class of ammunition and defective rounds shall be kept separately in boxes in the magazine. Before being packed for despatch they shall be counted and checked with the magazine register. Each class shall be packed separately for despatch and defective rounds shall not be packed with empty cases. Paper cases of blank 476 shall be burnt and the brass of the bases collected after burning shall be returned to the arsenal, accompanied by a certificate signed by a gazetted officer and showing the number of cases burnt. Defective rounds, or condemned ammunition, shall on no account be broken up locally.

6.19. Check of ammunition. - (1) The keys of the magazine shall be kept by the Lines Officer, who shall keep up the magazine register personally. The Lines Officer shall, further, personally count the practice stock, including the expense stock, once a quarter, and shall record the fact in the lines diary and by a note in all registers concerned. In districts where there is a reserve inspector, he shall personally check the stocks and registers once

a quarter, and, after reconciling any errors or discrepancies he may find, certify on the registers that he has done so and that the accounts are correct and the ammunition shown therein is actually present. In other districts this check shall be carried out by a gazetted officer twice a year.

6.20. Component parts and stores. - The Equipment Tables show the component parts and stores authorized for the repair and maintenance of arms. Armourer's tools and materials shall be kept in each district according to tables 4 and 5, replacements being obtained as required in accordance with rule 6.25. Tables 7, 8, 9 and 11 show the description and scale of component parts and stores for the periodical cleaning and overhaul of arms and their accessories, which each district is required to maintain.

(2) Tools and stores for lubrication, etc., shall be kept by the armourer and checked at least once a year by means of the Equipment Tables by a gazetted officer. Components shall be kept in locked cabinets in charge of the kot head constable. Issues from the stock of components shall be made to the armourer only on the authority of a gazetted officer (*vide* rule 6.21 below). A stock book of component parts shall be kept in form 6.20(2) by the kot head constable, by means of which the components on charge shall be checked and annual and other replacement indents prepared. The authority for each issue shall be noted in the register and, when the cost of components is recovered from individuals the entry shall be in red ink.

6.21. Care and repair of arms. - (1) In every district one or more qualified armourers (according to the establishment sanctioned in each case) shall be entertained, and the Superintendent shall be responsible that their efficiency is maintained. All such armourers shall be maintained at an Indian Electrical and Mechanical Engineering Establishment and shall be sent under arrangements to be made with the nearest Brigadier I.E.M.E., for refresher courses from time to time. Armourers are required to know the names and uses of all components, tools and stores referred to in rule 6.20 above and to be able to carry out all replacements of components, minor repairs, special cleaning and periodical lubrication of arms and accessories held on charge in the district.

(2) The components shown in table 9 shall be maintained only in those districts where the armourer is fully competent to repair revolvers. In other districts repairable revolvers shall be sent to the arsenal.

(3) Ordinary replacements of components lost or damaged in the course of duty with arms, and losses of ammunition not exceeding 5 rounds in any one case, may be replaced on the authority of a gazetted officer, who shall in each case prepare a loss statement in I.A.F.A. - 498 and pass orders whether the cost of repairs is to be borne by Government or by the individual police officer responsible. In the latter case an order for the recovery of the sum involved (ascertainable from the priced vocabulary of Ordnance Stores) shall be issued in the order book, and recovery shall be made in the acquittance roll of the pay next due to the officer concerned.

(4) Whenever a weapon is seriously damaged, i.e., when its repair involves more than the replacement of a loss or leakage such as might occur in normal use - a committee of enquiry under rule 6.22 below shall be held.

6.22. Procedure when arms are lost or seriously damaged. - (1) When any weapon forming part of police armament is lost or seriously damaged or when ammunition or fired cases, exceeding five in any one case, are lost, a committee of three officers, of whom at least one shall be a gazetted officer, shall be appointed by the Superintendent to enquire into the circumstances under which the weapon was lost or damaged and to decide whether the cost of replacement shall be borne by the Government or otherwise.

The report of the committee, which shall be in the prescribed form A.F.A. - 2, shall be submitted to the Deputy Inspector-General for approval and orders. To the report shall be attached a loss statement (I.A.F.A. - 498), on the reverse of which the Deputy Inspector-General will pass his orders. This statement shall be attached to the indent sent to the arsenal for the replacement of arms lost or damaged.

(2) When the loss, destruction or damage of any weapon is found by the committee assembled in accordance with sub-rule (1) above to be due to the neglect or malice of any police-officer, such committee shall record its opinion, whether the cost of repair or replacement should be borne wholly or in part by the officer at fault. Unless there are special reasons to the contrary, the whole cost shall be charged to the officer at fault.

6.23. Unserviceable arms. - When any weapon is found by a committee assembled under rule 6.22 ante to be unserviceable and not repairable, whether from fair wear and tear or by the neglect of an individual police officer, an abstract of the report of the committee shall be forwarded to the Chief Ordnance Officer concerned, in I.A.F.Z. - 2098, for his sanction to the return and replacement of the weapon.

6.24. Signal pistols and ammunition. - Signal pistols and signal and illuminating cart ridges are authorized on the scale shown in table 2 of the Equipment Tables for purposes of village protection in times of disturbance. This armament shall ordinarily be kept in the magazine at district headquarters, being shown in the distribution statement of arms and ammunitions, and shall only be issued to select villages, when, in the opinion of the Superintendent of Police, with the concurrence of the District Magistrate, circumstances warrant it.

6.25. Indents. - (1) All indents for arms, ammunition and ordnance stores shall be in I.A.F.Z. - 2091 and shall be countersigned by the Deputy Inspector-General before submission to the arsenal concerned.

Indents shall be prepared by tables as shown in the Equipment Tables of Civil Police and Jails, and separate indent sheets shall be used for each of the Ordnance Sections, the last sheet only being signed. For example, one indent only is necessary for stores in table 2, but a separate sheet should be used for each Section shown in the table from which articles are required, as B-1, B-2, B-3, B-4, and C-1 and so on.

(2) Indents may be either for first issues or replacement. Indents for first issue shall be submitted only when an increase of establishment or a duly authorized change in the sanctioned scale justifies them, and in each such case the authority shall be quoted. Replacement indents shall ordinarily be submitted annually in the first week in December to the Deputy Inspector- General, who will countersign and forward them to the Chief Ordnance Officer so as to reach the latter officer on or before the Ist January, but if immediate replacement is required, as in the case of an unserviceable weapon, or when the stock of a particular component is exhausted, a special indent may be submitted through the same channel at any time.

(3) Replacement indents shall be framed so as to bring the stock of the article indented for up to that authorized in the Equipment Tables. The stocks shown in those tables represent the full quantity of each articles required to be kept; only that quantity shall be indented for which represents the amount by which the authorized stock has been depleted since the last indent was submitted. Every replacement demanded must be supported by equivalent numbers of damaged weapons or parts, or empty or damages rounds, or loss statements duly countersigned and accounting for the balance in detail. Loss statements shall invariably be prepared at the time when the loss is reported, and shall be forwarded to the Deputy Inspector-General for orders, together with the committee report under rule 6.22 when necessary. On return by the Deputy Inspector-General

they shall be kept in the office of the Superintendent and attached with the annual indent, unless replacement of the lost articles is demanded on special indent.

(4) No period is prescribed for the replacement of weapons, accessories or armourers' tools; individual articles shall be replaced as they become unserviceable and are condemned by proper authority.

(5) The number and date of the voucher on which stores to be replaced have been returned to the arsenal shall be quoted in all replacement indents.

(6) Indents for small arms and ammunition shall be submitted as under :-

Districts	
1. Rawalpindi, Campbellpur, Mian-wali, Sargodha, Jhang, Muzaffargarh, Multan, Dera Ghazi Khan, Jhelum and Gujarat.	D.A., D.O.S., Rawalpindi district, Rawalpindi Cantonment
2. Lahore, Guardaspur, Sheikhupura, Amritsar, Lyallpur, Sialkot, Gujranwala, Ambala, Karnal, Simla, Kangra, Hoshiarpur, Jullundur, Ludhiana, Ferozepur, Montgomery, Hissar, Rohtak and Gurgaon.	DA., D.O.S. Lahore district, Lahore Cantonment

(7) The description of arms, etc., given in the Equipment Tables shall be strictly followed in indents and supporting documents. Indents shall be marked "Ready to receive" in red ink.

(8) In order that the departmental accounts may be correctly adjusted, all articles, the cost of which has been recovered from individual police officers shall be replaced by special replacement indent, on which shall be noted reference to the treasury receipts for payment of the sums recovered [See also sub-rules 6.20(2) and 6.21(3)].

6.26. Special rules for ammunition indents. (1) When empty cases or damaged rounds have not been returned to the arsenal in full prior to the submission of a replacement indent, a certificate shall be attached to the indent showing the number in hand, the total indented for should balance the number in hand and the number already returned or accounted for by loss statements.

(2) Each class of ammunition is supplied by the Ordnance Department in packets containing a standard number of catridges, and the packets are despatched in sealed boxes containing a standard number of rounds. These numbers are marked on the packets and boxes. Ammunition shall be indented for in multiples of full boxes (packets in the case of buckshot, blank and revolver ammunition), the balance of less than a full box (or full packet) required to complete the authorized stock being shown in the indent and ammunition accounts as due and to be recovered in subsequent indents.

(3) The stock of ammunition for .303 and .22 rifles is calculated on the number of men trained in the use of those weapons; this number is, unless specially ordered otherwise, twice the number of the first armed reserve of the district, plus the number of mounted police.

(4) Indents for the replacement of ammunition expended on service [*vide* rule 6.16(2)] shall be made annually or at more frequent intervals, but separately from the annual indent for practice ammunition.

6.27. Stock-taking. (1) All arms, ammunition and ordnance stores are required to be checked twice a year, together with other Government property on charge (*vide* rule 5.16). As soon as the returns of stock-taking have been received from police stations, etc. and not later than the 10th April and 10th October, the reserve inspector or, in district where there is no reserve inspector, the Lines Officer shall personally check the whole stock of arms, ammunition, accessories, appliances, stores, tools and components kept in the lines

and at standing guards, etc., subordinate to the lines. Having noted or reconciled any discrepancies in these stocks immediately in his charge, he shall compare his accounts and the returns from outside detachments with the distribution statements of arms and ammunition for the whole district and with the Equipment Tables, and shall report the result, noting any discrepancies, to the Superintendent. On receipt of this report by the Superintendent, a gazetted officer shall be required personally to verify it. Such gazetted officer shall enquire into and pass orders on any discrepancies disclosed, taking the orders of the Superintendents if necessary, and shall personally satisfy himself of the correctness of all the articles reported on. The report, when duly verified by a gazetted officer, shall be attached with the reports of the general stock-taking of Government property in the district.

(2) The stock-taking ordered above shall be in addition to the checks ordered in rules 6.8, 6.10 and 6.19.

(3) All arms, ammunition and ordnance stores on charge shall further be thoroughly checked on transfer of charge of reserve inspector or Lines Officer, and, when the kot head constable or armourer is transferred, the stocks for which they are directly responsible shall be checked.

6.28. Inspection by Civil Chief Master Armourer. - (1) Each district, the Railway Police and the Police Training School will be visited once in a year by a Civil Chief Master Armourer. This Officer will inspect one-third of the arms on the charge of the Police every year and report on all arms (including signal pistols, bayonets and bayonet scabbards) armourers tools and materials brought before him. He will not inspect ammunition or any stores or equipment obtained otherwise than from the Ordnance Department.

(2) Inspections referred to above are carried out at the request of the Inspector-General of Police and will be held at District Headquarters, Railway Police Lines and the Police Training School. Superintendents of Police, Assistant Inspector-General, Government Railway Police and Principal shall ensure that all arms not inspected at one such inspection shall, without fail, be produced at the next inspection. Prior to the arrival of the Civil Chief Master Armourer numerical rolls in I.A.F. O.-1455 shall be prepared in duplicate, showing the district and manufactory numbers and marks on arms to be inspected. An officer not below the rank of inspector shall be present throughout the inspection.

(3) Such inspections are to be paid for by the local Government. If any Superintendent of Police thinks an inspection necessary, he should address the Inspector-General of Police with a view to his having the district included in the next tour programme of the Civil Chief Master Armourer.

(4) The report of the Civil Chief Master Armourer, when received, shall be forwarded by the Superintendent with any necessary explanations, or reports as to the responsibility for deficiencies and damages brought to light, to the Deputy Inspector-General, with whose sanction replacements authorized and other action recommended by the inspecting officer may be undertaken.

(5) Inspection or test of small Arms, Ammunition and explosives by Inspecting Ordnance Officers is carried out in Arsenals. The Inspecting Ordnance Officer will call upon the Superintendent of Police to fill up and submit to him Form G.-803 in the case of ammunition (.303 rifle, .410 musket and revolver-ball, buckshot and blank) and Form G.-848, in case of other explosives. This latter form will be required only in those districts which are supplied bombs, Very light pistols, etc. The Inspecting Ordnance Officer will call for samples as he deems necessary and carry out tests. If the Inspecting Ordnance Officer actually carried out tests the Inspector-General of Police should be informed.

(6) I.A. forms referred to in sub-rules (2) and (5) should be included in the indent for Indian Army Forms. Districts should keep a dozen copies of each form in stock.

6.29. Receipts of arms, etc., from arsenal. - (1) The seals and weight, as shown in the invoice, of all packages, received from an arsenal shall be carefully checked before the package is taken over from the railway or postal authorities, if any discrepancy in weight or signs of tampering are found the package shall be opened in the presence of the Station Master or Post Master concerned.

(2) Every package received from an arsenal shall be opened in the presence of an officer of rank not less than inspector, who shall personally check the contents, and sign the invoice in token of having done so.

(3) Full boxes of ammunition shall not be opened on receipt, if the weight is correct and the seals intact. If the seals has been damaged in transit, the pin with the lid is attached shall be withdrawn and the lid removed to permit inspection of the inner tin casing; provided the latter is hermetically sealed, the contents shall be assumed to be correct.

6.30. Return of arms, etc., to arsenal. (1) Unserviceable tools and components, empty cartridge cases, empty oil drums and packing cases shall be returned to the arsenal as convenient, without previous intimation. Defective ammunition and unserviceable or repairable arms shall not be returned till the authorization of the Chief Ordnance Officer concerned has been obtained on a report in I.A.F.Z. - 2098.

(2) In all cases when articles are returned to the arsenal intimation shall be sent by post in the form of a voucher in duplicate and workshop sheet I.A.F.O-1370.

(3) Arms, ammunition and other ordnance stores returned to the arsenal shall be sent by passenger train or if within the authorized weight, by parcel post registered and insured. All articles shall be carefully packed in strong boxes - the cases in which consignments have been received from the arsenal being used if possible - and sealed with the official seal of the Superintendent of Police in at least two places along the join between the top and sides of the box and two places along the join between sides and bottom. Packages sent by post shall further be enclosed in gunny or waxed cloth. A "packing note" in the form obtainable from the Ordnance Department shall be enclosed with each package after being signed by an officer not lower in rank than the Lines Officer, in whose presence the articles have been packed. Consignments by rail shall be sent under the special railway rules, whereby the guard of the train whenever changed, receives a special receipts for each package from his relief.

(4) The procedure prescribed above shall be allowed when arms, ammunition etc., are transferred from one district to another, otherwise than in the direct custody of a police guard.

(5) Every precaution shall be taken to prevant the inclusion of live or miss-fire rounds with empty cartridge cases returned to the arsenal. Should the arsenal report the inclusion of a live or miss-fire cartridge in a box of empty cases disciplinary action shall be taken against the officer responsible for the packing of the box.

6.31. Precaution against the issue of dummy or blank cartridges with live cartridges. - Every officer, who issues ammunition to armed men or parties proceeding on duty, and the commander of each such party shall exercise special care to prevent dummy (drill) or blank rounds getting mixed up with live rounds, either at the time of issue or return of ammunition, and to prevent the substitution of rounds of local or other non-Government manufacture.

6.32. Paper for targets. - Paper (blue, black and brown) for targets is procurable as required on payment from the Titaghur Paper Mills, Calcutta. Payment shall be met from the contract contingent grant.

6.33. Supply of Forms. - "I.A." Forms required from transactions with the Ordnance Department are obtainable on payment from the allotment under the minor head printing work done by the Central Government Press for the Provincial Government of the head "56 - Stationery and Printing Reserved" on indents to be submitted annually to the Contractor for Government Printing, Calcutta, through the Inspector-General of Police.

6.34. Extent of exemption from arms licences. - (1) No police officer may keep private arms without obtaining a proper licence from the District Magistrate (See also rule 14.22).

(2) Officers of the Indian Police Service may keep, without licence, one revolver or one pistol of non-service pattern, in addition to the revolver prescribed in rule 6.5(1) *supra*, as part of their equipment (*vide* letter No. 9/75/50-Police (1), dated 11th April, 1951, from the Under-Secretary to the Government of India, Ministry of Home Affairs, New Delhi, to the Home Secretary to Government, Punjab). The revolvers issued to Gazetted Officers and Non-Gazetted Officers as a part of their equipment are the property of Government and consequently exempt from licence.

(3) Presentation of guns and other arms by the police for good work in criminal cases will be made only under the orders of the Provincial Government. Such arms are thus exempted under the Schedule attached to the Indian Arms Act - (vide letter No. 474 (Home-Genl.), dated the 28th May, 1921, from Home Secretary to Government of Punjab).

APPENDIX NO. 6.10(2)

INSTRUCTIONS FOR CLEANING MUSKETS B.L. .410 BEFORE AND AFTER FIRING

Requirements -

Pullthroughs, .‘303" arms	1 per musket
Gauze, wire (4" x 1½")	1 per musket
Bottles, oil	1 per musket
Sticks, cleaning, chamber	
.‘303" . arms No. 2	1 per 6 muskets
Oil, lubricating, G.S. .. galls	2 per 100 muskets
Flannelette .. yds.	"¼ per musket

Cleaning Material. - The pullthrough which will be kept in the butt trap of the musket is provided with three loops. The first loop (the one nearest the weight) is for the wire gauze, the second for the flannelette and the third for the purpose of removing the pullthrough should it break or get jammed in the bore. If a jam occurs the man must not attempt to remove the obstruction but the musket must be taken on the Armourer.

Flannelette - No other form of material will be used for cleaning the bore. For cleaning the bore (or for drying it) after firing a piece of flannelette large enough to fit the bore tightly, 4" x 4" will be used. It will be placed in the second loop of the pullthrough and wrapped round the cord.

For oiling the bore a slightly smaller piece of flannelette will be used. If the piece used is too big, the oil will be scrapped off as it enters the bore. The oil should be well rubbed with the fingers in the flannette.

Wire Gauze - In pieces 4" x "1½", only required after firing buckshot, and, when necessary to remove fouling or rust, after ball firing when not removable with the flannelette then only with the permission of an officer.

In attaching it to the pullthrough the following method will be adopted :-

(i) Fold the gauze as in diagram so that the longer sides take the form of an "S".

(ii) Open the front loop of the pullthrough and put one side of it in each loop of the "S".

(iii) The coil each half of the gauze tightly round that portion of the cord over which it is placed until the two rolls, thus formed, meet. The gauze must be thoroughly oiled before use and care taken to ensure that there are no lose strands of wire which may scratch the bore, the guaze will fit the bore tightly and will, if necessary, be packed with a small piece of flannelette, or other soft material to ensure it so fitting.

The gauze wire should not be allowed to remain on the pullthrough.

Oil - Service oil is carried in the oil bottle for which a recess in the butt is provided. No other form of lubricant is to be allowed to remain in the bore. Paraffin, though an effective agent in removing rust, will not prevent it.

Stick Cleaning Chamber - Made of wood about a foot long, at one end a slot is cut, the other end is cut square to allow a grip to be taken and the stick to be turned by hand. A piece of dry flannelette is placed in the slot and wound round the stick (to ensure that the stick is covered). The stick is then passed through the bolt way into the chamber and turned round several times. This is the only effective method of cleaning the chamber.

Cleaning - Before firing - All traces of oil will be removed from the bore and the action wiped with an oily rag.

After firing - (i) Remove the bolt.

(ii) Pour about 5 to 6 pints of boiling water through the bore from breech to muzzle, using a funnel, point inserted into the chamber.

(iii) Insert the weight of pullthrough through the bolt hole of body then draw straight the barrel from breech to muzzle in one continuous motion. The rifle to be held by the left hand with the toe of the butt on the ground, and the barrel in line with the direction of pull to avoid the cord rubbing the side of the muzzle, otherwise it will cause a groove to be worn where it rubs against muzzle; this is known as "cord-wear" and affects accuracy and serviceability.

(iv) To be repeated as (iii) until the rag is removed without signs of fouling on it.

(v) Clean the breech with a stick cleaning chamber.

(vi) Wipe over the face of butt, clean gass escapes and bayonet boss.

(vii) If bayonets have been fixed during firing the bayonet will be carefully wiped before it is returned to the scabbard. All metal parts to be carefully wiped over and oiled.

(viii) The barrel to be pulled through with a piece of oily flannelette.

The bore will be found to require special care during the three days following firing :-

For buckshot or when necessary to remove bad "leading" or rust :-

(i) To be treated with boiling water as already detailed.

(ii) The pullthrough to have an oiled gauze wire 4" x 1½" attached. Insert weight through the boltway of body (care being taken to ensure the gauze enters chamber correctly and does not jam) and draw straight through the barrel from breech to muzzle.

To be repeated if necessary by packing the gauze, until all "leading" or rust is removed.

(iii) Followed by a piece of dry flannelette and then an oily piece in the usual way.

INSTRUCTIONS FOR THE CLEANING OF .303 RIFLES

(a) *Cleaning Materials* - The pullthrough, which will be kept in the butt trap of the rifle, is provided with three loops. The first loop (the one nearest the weight) is for the wire gauze, the second for the flannette, and the third for the purpose of removing the pullthrough should it break or get jammed in the bore.

If a jam occurs no attempt should be made to remove the obstruction, but the rifle should be taken to the armourer.

(i) The pullthrough will be drawn through the barrel from breech to muzzle in one continuous motion.

(ii) The cord must be drawn straight through and not allowed to rub against the muzzle of the bore, otherwise it will cause a groove to be worn where it rubs; this is known as "cord wear" and affects the accuracy of the rifle.

(b) *Flannelette* :- No other form of material will be used for cleaning the bore. For cleaning the bore (or for drying it) after firing a piece of flannelette large enough to fit the bore tightly, 4 inches by 2 inches, will be used. It will be placed in the second loop of the pullthrough and wrapped round the cord.

For oiling the bore a slightly smaller piece of flannelette will be used. If the piece used is too big, the oil will be scraped off as it enters the bore. The oil should be well rubbed, with the fingers, into the flannelette.

(c) *Stick Cleaning Chamber*, made of wood about a foot long; at one end a slot is cut, the other end is cut square to allow a grip to be taken and the stick to be turned by hand. A piece of dry flannelette is placed in the slot and wound round the stick (to ensure that the stick is covered). The stick is then passed through the boltway into the chamber and turned round several times. This is the only effective method of cleaning the chamber.

(d) *Wire Gauze*, in pieces 2½ inches by 1½ inches, is supplied, but should only be used with the permission of an officer for the purpose of removing hard fouling or rust.

Daily cleaning - The exterior of the rifle will be cleaned daily and all particles of dirt or dust removed from the gas escapes and crevices. The frictional parts will be kept slightly oiled. The bore will be pulled through with a piece of flannelette until the rag is clean, and immediately re-oiled.

Cleaning before firing - All traces of oil will be removed from the bore, and the action wiped with an oily rag.

The cartridge and chamber will on no account be oiled before firing, nor will any lubricant be used with a view to facilitate extraction, as such a procedure is liable to injure the rifle.

Cleaning after firing -

(i) Remove all fouling and grease from the bore.

(ii) Pour about 5 or 6 pints of boiling water through the bore from breech to muzzle, using a funnel.

(iii) Thoroughly dry the bore and proceed to clean the rest of the rifle, thus allowing the bore to cool.

(iv) The breech will be cleaned with a stick cleaning chamber.

(v) Special attention will be paid to the face of the bolt, gas escapes and bayonet boss.

(vi) If bayonets have been fixed during firing, the bayonet will be carefully wiped before it is returned to the scabbard.

(vii) All metal parts will be carefully wiped and oiled, after which the barrel will be

pulled through with a piece of oily flannelette. The bore will be found to require special care during the three days following firing.

(viii) On active service, where boiling water is not normally available the wire gauze will be used.

(ix) Care must be used to prevent the browning from being rubbed off the rifle, as this is a great preventive against rust.

Cleaning after firing blank - After firing blank ammunition, special care should be taken that the cleaning is thorough. Although in this case there is no friction between bullet and bore, and so no internal fouling or "sweating", there is greater accumulation of superficial fouling from blank than ball cartridge, because there is no bullet in blank ammunition to scour the fouling left by the preceding round. The firing also is in most cases more prolonged, and a greater interval must usually elapse before the rifle can be thoroughly cleaned. When blank firing precedes practice with ball, the rifles will be carefully cleaned before ball practice commences.

General notes on care of rifle -

(a) When the rifle is not in use, the leaf and slide of the backsight should be lowered.

(b) The mainspring should never be allowed to remain compressed except when the rifle is loaded. The position of the cocking-piece shows whether the mainspring is compressed or not.

(c) The magazine must not be removed from the rifle except for cleaning or other special purpose and, to avoid weakening the spring, cartridges should only be kept in it when necessary. A failure of the spring to raise the platform can usually be overcome by tapping the bottom of the magazine smartly with the palm of the hand. If the failure recurs, the rifle should be taken to the armourer for examination and repair.

(d) The bolts of rifles are not to be exchanged. Each bolt is carefully fitted to its own rifle, so that the parts which take the shock of the explosion have an even bearing, and the use of wrong bolt may affect the accuracy of the rifle. The number stamped on the back of the bolt lever should agree with that stamped on the right front of the body.

(e) No head constable or constable is permitted to take to pieces any portion of the action, except as prescribed for cleaning, nor is he to loosen or tighten any of the screws.

APPENDIX No. 6.17(A)

RULES TO BE OBSERVED FOR THE PROPER CONTROL AND INSPECTION OF MAGAZINE

(1) The magazine shall be at all times kept scrupulously clean.

(2) A brush or broom shall be kept in the magazine for cleaning out the magazine on each occasion it is opened for the receipt, delivery or inspection of ammunition.

(3) No lights (other than an electric torch) nor smoking shall on any account be allowed inside or in the immediate vicinity of the magazine.

(4) Oiled cotton rags and waste and articles liable to spontaneous ignition shall not be taken into the magazine.

(5) Empty boxes shall not be kept in the magazine, nor any loose packing material.

(6) Boxes of ammunition shall not be thrown down or dragged along the floor, and shall be stacked in wooden trestles. Where there are white-ants, the legs of the trestles should rest in shallow copper, lead or brass bowls containing a little water.

(7) If the magazine has a lightning-conductor, it shall be tested at least once a year.

(8) The person in charge of the magazine shall be responsible that the magazine is well and securely locked.

(9) No unauthorised person shall at any time be admitted into the magazine.

(10) The following shall be hung up in the magazine :-

(a) A copy of these rules.

(2) The statement required by rule 6.13(4).

(3) A certificate showing the last date of testing of the lightning conductor.

(11) The Superintendent of Police shall make at least one unexpected inspection of the magazine under his charge every half year to see that the above rules are being complied with.

APPENDIX No. 6.17(B)

INSTRUCTIONS FOR THE EXAMINATION AND TEST AND STORAGE OF S.A. AMMUNITION ON CHARGE OR POLICE UNITS

General Instructions

1. Small arms ammunition may be divided into two categories as follows :-

(a) Ammunition in sealed boxes and in open boxes with their labels intact.

(b) Pouch or lose ammunition which cannot be identified by make and date.

Category A. - (a) Ammunition in this category may be considered serviceable without test up to five years from date of manufacture provided that the boxes are intact and have not been subjected to bad storage conditions. The five years limit may be extended indefinitely provided that the ammunition has been used for practice and has given satisfactory result within the last twelve months.

(b) Ammunition over five years old which has not been used for practice within the last twelve months, or ammunition in boxes which appear to have been subjected to adverse storage conditions as indicated by rusty linings, etc., will be examined and subjected to a firing test.

A sample box from each make and date of manufacture will be opened. The cartridges will be examined visually for evidence of verdigris around the can and other signs of deterioration. Twenty rounds will be fired from each of 2 rifles or muskets into a bank of earth or other safe place to test for missfires, hangfires; split cases, pierced caps bursts, etc.

(c) If the ammunition looks good and fires without failure, it is serviceable.

If the ammunition looks good and gives a missfire, marked hangfire, pierced cap, burst case, split extending to within one inch of the case, or a detached base disc, a re-test in different weapons will be carried out. If in the re-test, any of the above defects occur, the ammunition is unserviceable. If no defects occur at the re-test, the ammunition is serviceable.

If the ammunition looks doubtful, showing slight verdigris only, and if it passes firing test, it is serviceable. If any defect occurs at the firing test, it is unserviceable, proved the rifle or musket is known to be above suspicion.

If the ammunition looks bad showing marked verdigris around the cap, is unserviceable.

The examination and test of the sample covers the remaining ammunition of the same make and date except when there is reason to believe that the box opened is not representative of the rest. In that case it will be necessary to examine and test the ammunition from each box.

Note 1 :- When the number of boxes of one make and date is ten or under, they may be grouped

with adjacent dates of the same make provided that the group of dates does not exceed 50 boxes and that the dates do not cover a period of more than 14 days.

Note 2 :- The sample will be taken from an opened box if available. If the result is satisfactory the whole group will be sentenced serviceable. If the result is not satisfactory the sentence will only cover the actual box from which the rounds have been taken and a fresh box will be opened and treated as the sample for the group.

Category B. - Loose rounds on charge, other than those obviously doubtful from handling and carriage in pouches, will generally be treated as one group. Representative samples will be examined and 40 fired and the ammunition sentenced as for category A. If there is a large number of loose rounds on charge and some have obviously been subjected to worse treatment than the others they should be bulked into groups according to "condition", each group being tested and sentenced separately.

2. The foregoing is intended to apply particularly to M.H. Rifles and B.L. 476 bore ammunition.

3. *Special Instructions for examination of* B.L. ".410", ".303" *and* ".455" *revolver ammunition.*

(a) The instructions in paragraph 1 apply also to the above mentioned ammunition with the following exceptions :-

The casualties that may occur are missfires, hang-fires, pierced caps, blow-backs, burst cases or spilt cases.

A *blow-back* is an escape of gas between the cap and the wall of the cap chamber, if serious, it will be indicated by an escape of gas from the gas escape hole on the left of the barrel body at the moment of firing. The base of the cartridge case will be badly blackened by this casualty.

A burst case is a fracture either at the base or within 1½ inches of the base of the cartridge case. Fractures further forwarded on the case body are known as splits and if only occasional may be ignored. Bursts are to be regarded as serious casualties.

4. When in doubt as to sentence, the matter should be referred to the Chief Ordnance Officer at the nearest Arsenal who will arrange for such tests as may be necessary and advise accordingly, or in case or further doubt, refer to the Inspector of Ammunition, Kirkee.

5. *Storage* - Boxes containing S.A.A. should be kept raised a few inches from the floor by supporting the bottom layer on battens or other suitable supports; they should also be kept a few inches clear of the wall.

The store room should be kept clean and dry, ventilation receiving due attention.

Tin plate linings should not ordinarily be opened until the ammunition is required for use or test.

FORM NO. 6.8

POLICE DEPARTMENT DISTRICT

ARMS DISTRIBUTION REGISTER, PART I

The following shall be entered in this register, separate pages being allowtted to each:-

(1) Rifles, M.L.E., (2) Bolts, (3) Bayonets patt.. 07, or .03, (4) Scabbards Bayonets patt..07 or .03, (5) pullthroughs, (6) oil bottles, (7) Rifles '2 inch, (8) muskets, .476 and .410, (9) Bayonets patt. 87, (10) Bayonets Scabbards patt..03 or .7, (11) Jags, (12) Protectors foresight, (13) Slings.

Name of Article -

Sactioned No. -

1	2	3																				4	5
DATE OF Receipt / Expenditure	Nature of receipt of expenditure	ALLOCATION (To be sub-divided acording to the number of police station guards, etc., (including the lines) where arms are held)																				Total in district	REMARKS. (including explanation of any variation from sanctioned number
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		

Note :- In column 3 the allocation of each description of article in lines and in each standing guard, Police Station and Post shall be shown separately in a sub-column.

ARMS DISTRIBUTION REGISTER, PART II

REGISTER SHOWING THE DISTRIBUTION OF GOVERNMENT REVOLVERS IN THE POSSESSION OF THE POLICE IN THE _________ DISTRICT

1	2	3	4	5	6	7
Serial No.	Number, make and description of revolver	Whence received and date	Name, No. and rank of the officer to whom is issued	Authority and date of issue	Date on which the revolver is returned to the armoury and reference to the Serial No. of the entry regarding its re-issue	REMARKS

FORM NO. 6.8(3)

POLICE DEPARTMENT ____________ DISTRICT

WEAPON HISTORY SHEET

CLASS OF THE WEAPON __________________

Mark of weapon	FACTORY No.			INSPECTION BY C.C.M.A.				ARSENAL REPAIR		LOCAL REPAIR		REMARKS
	Body	Bolt	Date of receipt	Date	Remarks	Date of condemnation	Date of exchange, i.e., of receipt of new weapon (see note below)	Item	Date	Item	Date	
						—						

Note:- All particulars of old weapon to be cancelled and a line drawn beneath. Particulars of new weapon to be entered below.

FORM NO. 6.9(1)

POLICE DEPARTMENT ____________ DISTRICT

NOMINAL ROLL OF MEN MOBILIZED AT THE HEADQUARTERS OF THE ABOVE DISTRICT TO WHOM M.L.E. RIFLES ARE ISSUED

1	2	3	4	5	6	7	8	9	10
Serial No.	Constabulary No.	Name	Rank and Grade	The arsenal and the District Serial No. of the Rifle	Arsenal Number of the rifle bolt	Bandolier if issued	Signature or thumb impression of the man to whom issued	Signature of kot head constable on return	REMARKS

To be hand drawn

FORM No. 6.14(4)

EXPENSE STOCK AMMUNITION REGISTER

ACCOUNT OF* _____________ AMMUNITION AND EMPTY CASES

1	2	3			4			5	6
Date	Detail	*AMMUNITION			EMPTY CASES			Signature	REMARKS
		A.	B.	C.	A.	B.	C.		

To Be hand drawn

Note :- A - Receipts; B - Issues ; C - Balance

Note II - A vernacular register of 100 pages, divided into separate parts for (1) Ball, (2) Buck-shot, (3) Blank.

*Enter here Ball, Buckshot, or Blank.

FORM NO. 6.16(4)

MAGAZINE AMMUNITION REGISTER

ACCOUNT OF _______ AMMUNITION

1	2	3	4	5	6	7
Date	Detail	A.	B.	C.	Signature	REMARKS

To be hand drawn

Note I - A - Receipt; B. - Issues; C - Balance

Note II - A vernacular register of 100 pages divided into separate parts for Ball Buckshot and Benk Ammunition.

FORM NO. 6.20(2)

STOCK BOOK OF COMPONENT PARTS

(TO BE DIVIDED INTO SEPARTE PARTS CORRESPONDING TO TABLES 7, 8, 9 AND 11 OF EQUIPMENT TABLES)

1	2	3	4	5	6
Item Number	Description of part	Authorized Stock	Number issued to armourer	Date of issue	Reference to Loss Statement or authority on which issue was made

To be hand drawn

Note :- Columns 1-3 will correspond with Equipment Table.

Note. II. - Suffcient space should be left between each item in columns 1-3 to permit of several entries being made in columns 4-6.

CHAPTER 7

Mounted Police

7.1. Composition of mounted police - Mounted Police consist of such number of sub-inspectors, head constables and constables as may be sanctioned from time to time.

In addition to their pay they receive horse or camel allowances, at rates given in rule 10.75

7.2. Mounted officers. - All gazetted and upper subordinate police officers, except assistant sub-inspectors, are mounted officers, and are required to maintain standard of efficiency in horsemanship which enables them to perform journeys on horseback and other duties with the mounted police. The Inspector-General may lower this standard or grant complete exemption from it by general or special order in the case of officers appointed solely and permanently for duties which do not involve mounted duty.

All mounted officers are required to maintain saddlery, as prescribed in Chapter V, and suitable horse, in accordance with the standards laid down in this chapter, at their headquarters and fit for use on duty provided that the Inspector-General may exempt any officer from keeping a horse for so long as he is employed in a post which does not involve mounted duty and that upper subordinates employed in posts for which no horse allowance is authorized (*vide* rule 10.74) shall be similarly exempted while so employed. Exemption may also be granted by Inspector- General at his discretion to upper subordinates while employed in a Central Investigation Agency cantonment, city or large civil station, provided that Motor Cycle in lieu of a horse is kept.

7.3. Qualifications. - Recruits for the Mounted Police shall be obtained either by direct enlistment of men likely to make good horse or camel sowars or by the voluntary transfer of suitable men from the foot police. Ordinarily only such men shall be taken into the mounted police as have already some knowledge or an aptitude for the management of horses or camels. If such men are not already trained foot policemen, they shall be required to undergo the same course as is laid down for recruits to the foot police as well as receiving the training laid down in rule 7.5 below.

7.4. Utilization of mounted police. - (1) The chief uses of mounted police are (a) organized operations against mobile gangs of criminals, (b) patrolling for the prevention of dacoities, highway robbery and the like, (c) the control of crowds and dispersal of disorderly mobs, (d) assistance to the foot police in traffic control, (e) process serving, message carrying and escort duty, where conditions are suitable.

(2) Horse police shall ordinarily be employed only on duties coming under classes (a) to (d) above and, for their better training in these duties, are organized in troops. Camel police are unsuitable for duties coming under classes (c) to (d) above, but can often be used to advantage on duties coming under class (e).

(3) Mounted police may be temporarily transferred anywhere in the province by order of the Inspector-General, and from one district to another in the same range by order of the Deputy Inspector-General, if the conditions of crime or public order warrant it, or for annual training if proper facilities do not exist in the district to which they are permanently posted. Mounted police shall not be employed on orderly duly but, when not required for training or for duties of the nature specified in sub-rule (1), a mounted constable may be used for the conveyance of urgent messages on particular occasions. Constables mounted on horses shall, however, under no circumstances be required to carry heavy post-bags or parcels.

(4) Subject to the conditions laid down in the preceding sub-rules Superintendents are empowered to employ the mounted police in their districts at their discretion.

7.5. Training of mounted police. - (1) Mounted police shall be especially taught -

(i) to ride and handle their horses in a horsemanlike manner;

(ii) the use of the mounted police baton;

(iii) mounted squad drill;

(iv) to saddle and unsaddle and to groom a horse thoroughly;

(v) stable management i.e., to keep their horses healthy and in good condition and the stable clean and sanitary;

(vi) to lay out their stable gear properly for inspection.

(2) For the instruction of mounted police the principles and general system contained in "Cavalry Training 1924", shall be followed, especially the following chapters :-

Chapter II, Section 34 to end - formations and drill.

Chapter III - Horse-mastership, stable management, saddlery and minor ailments.

Chapter IV - Equitation.

Chapter VIII - Rifle and revolver drill.

Chapter IX, Sections 147 to 164 - Mounted troop drill.

Chapter XIV, Sections 237, 238 and 244 - Marching and march discipline.

Chapter XV, Sections 256-8 and 263 - Field Training.

Note. :- A copy of this Manual shall be supplied to Superintendents of districts in which Mounted Police are attached.

They shall also receive special instruction in the efficient performance of the duties specified in rule 7.4 and shall ordinarily be removed from the mounted police if they fail in two consecutive years to reach the standard of first class shots.

(3) Arrangements shall be made when possible for sub-inspectors and head constables of mounted (horse) police to be attached to cavalry regiments for training as troop and section leaders to the extent covered by sub-rule (2) above.

7.6. Arms. - Mounted Police shall be armed with mounted police batons and rifles M.L.E. .303 and bayonets.

7.7. Animals in possession of mounted police. - Horses, or where ordered by the Inspector-General, camels, which are up to the standards laid down in rule 7.17(3), shall be maintained at the rate of one for each sub-inspector, head constable and mounted constable of the sanctioned mounted police establishment.

7.8. Mounted Police reserve. - The reserve for the mounted police is embodied in the general reserve of head constables and constables sanctioned for fixed duties. Horse and camel allowances will be drawn only for the sanctioned effective establishment, exclusive of any reserve, and subject to there being no vacancies in the corresponding establishment of horses or camels. Recruits for the mounted police will be borne on the dismounted reserve until they are absorbed in vacancies in the mounted establishment. Such vacancies shall be filled immediately on their occurrence by transfer from among trained men of the foot police, so that the corresponding horse or camel allowance may be drawn. Men sick or on leave will continue to draw their horse or camel allowances.

7.9. The Chanda Fund. - One General Provincial Chanda Fund shall be maintained under the regulations hereinafter contained.

7.10. Membership of Chanda Fund. - (1) All members of the mounted police shall subscribe to the Chanda Fund. Upper subordinates of the foot police, who are required to be mounted on horses and who draw horse allowance accordingly, may become subscribers either on permanent appointment to upper subordinate rank or at any time subsequently, but shall not thereafter cease to be subscribers so long as they continue to draw horse allowance.

(2) No subscription should be recovered during the period that a member of the mounted police is without a remount and draws no conveyance allowance.

(3) Rates of monthly subscription will be published from time to time, in the police Gazette.

7.11. Chanda deposit. - (1) When a vacancy occurs in the mounted police the man posted to fill it shall pay into the Chanda Fund Rs. 300 or Rs. 250 according as he is joining as a horse or a camel-sowar. In the case of man joining as a camel-sowar, the Superintendent may at his discretion allow him to produce his own camel provided (a) that there is a vacancy in the establishment of camels, (b) that the camel produced is up to the standard laid down in rule 7.17(3).

(2) Such new member of the fund shall, on payment in full of his deposit, or on the acceptance of the camel produced by him, become entitled, subject to his continued payment of his monthly subscription, to be provided with a horse or camel, according to the amount of his deposit, throughout the period of his membership of the fund.

7.12. Refund of Chanda deposit. - When a mounted police ceases to be a subscriber to the fund he shall receive back from the fund the amount which he deposited on joining it; provided that -

(a) The horse or camel allotted to him at the time of his ceasing to be a member of the fund shall be examined by a Chanda committee (*vide* rule 7.16(1). If such committee is of opinion that such horse or camel has been rendered permanently unfit for police service, or is at the time of examination unfit for service from injury or illness caused in either case by the misconduct or neglect of the subscriber, it may record a finding that the subscriber should forfeit either the whole or part of his deposit. Such finding shall be submitted to the Deputy Inspector-General, whose order in confirmation or modification thereof shall be final.

(b) If, in the course of his service as a subscriber to the fund, a Chanda committee shall record a finding that he has been responsible through misconduct or neglect for the death of any horse or camel allotted to him, or for the injury or illness of such animal necessitating its being cast as unfit for police service, he shall, at the time of his ceasing to be a subscriber, forfeit the whole or a part of his deposit according to the final award of the Deputy Inspector-General recorded on such finding.

(c) A subscriber who, on joining the fund, has been permitted to bring his own camel in lieu of paying in a deposit shall, if he is still in possession of the same camel or another camel, produced by himself, have the option, when ceasing to be a member of the fund, of either taking away his camel or offering it to the fund. In the latter case the camel shall be examined by a Chanda Committee and shall be accepted and taken over by the fund, provided it is found to be in consideration of its age and length of service, in good condition and to show no signs of neglect or ill-treatment. If the camel is accepted by the fund, the sub-

scriber shall be paid the amount equivalent to the deposit which he would have been required to make, under the rule in force at the time when he joined the fund, had he not brought his own camel.

(d) The refund of Chanda deposit, to which a mounted policeman dying while a member of the fund would be entitled, shall be credited to his estate in the police deposit fund.

Note :- A subscriber shall, on ceasing to be a member, receive not more than the following sums, being the value of the animal which he orginally brought to the fund under the rules previously in force :-

Joined prior to Ist July, 1905	Rs. 180 for a horse
	Rs. 120 for a camel
Joined between Ist July, 1905	Rs. 200 for a horse
and 30th September, 1910	Rs. 120 for a camel
Joined between Ist October, 1910	Rs. 200 for a horse
and 31st October, 1913	Rs. 150 for a camel
Joined between Ist November, 1913	Rs. 230 for a horse
and Ist May, 1922	Rs. 170 for a camel
After 2nd May, 1922	Rs. 300 for a horse
	Rs. 250 for a camel.

7.13. Status of optional sub-scribers. - (1) Provided that, on first joining the fund, the horse of an optional subscriber is passed by a Chanda Committee, after such committee has obtained the necessary veterinary opinion, as upto the standards required, such subscriber shall become entitled to the benefits of the fund in respect of remounting and veterinary treatment, subject to the conditions stated in sub-rule (2) below.

(2)(a) The Chanda Fund shall be under no obligation to take over the horse of an optional subscriber on his death or ceasing to be a subscriber, but may do so, if there is a vacancy and if the horse offered by the subscriber or his heirs is suitable. In the latter case the amount payable by the fund as refund of the value of the horse shall be governed by the foot-note to rule 7.12.

(b) Optional subscribers shall not be entitled to have their horses fed under the system prescribed in rule 7.24 but the Superintendent may allow any such subscriber to participate in such system, if he is permanently posted in the lines or other place where such feeding arrangements are in force.

(c) The horses of optional subscribers will remain with them when on leave, or transfer.

(d) An optional subscriber requiring a remount may purchase one privately or through a purchasing officer (rule 7.17(2)). In the former case the horse shall be produced before a Chanda Committee for acceptance. He shall not be required to take over a horse already borne on the Chanda, unless he wishes to do so and the Superintendent agrees to such transaction.

(e) The provisions of rule 7.22, 7.30 and 7.31 regarding docking tails, disposal of foals and cast animals and penalty of neglect in care and feeding shall be binding on optional subscribers.

7.14. Allotment of horses and camels. - All allotments and re-allotments of horse and camels, other then temporary allotment, shall be entered in the order book.

7.14-A. Compensation for loss of animals. - (1) Compensation is allowed to the chanda Fund for the loss of a horse or camel borne on the strength of the Chanda provided the loss occurred when the animal was present for duty, and was not preventible by those in charge of the animal.

The loss or total disablement must further have resulted from risk of an exceptional nature such as might be incurred during the pursuit of raiders or long journeys on escort duty.

This rule is inapplicable to loss or disablement caused by accident incurred in the course of ordinary training or duty. The journey must have been carried out under the orders of the Superintendent of Police or other superior authority. Compensation is also admissible when death or destruction is the result of inoculation or other prophylactic treatment carried out by a properly qualified person.

The fact shall be testified to by the Superintendent of Police and, if possible, by a veterinary officer. Compensation will be awarded on the order of the Inspector-General of Police. Compensation will be credited to the Chanda Fund from funds at the disposal of the Inspector-General of Police.

Compensation is not admissible when death is the result of disease.

(2) The maximum compensation admissible is as follows :-

(a) For horses :-

Under 10 years of age or six years' service, the original price.

Under 11 years of age or seven years' service, less 5 per cent.

Under 12 years of age or eight years' service less 13 per cent.

Under 13 years of age or nine years' service, less 23 per cent.

Under 14 years of age or ten years' service, less 35 per cent.

Under 15 years of age or eleven years' service, less 50 per cent.

Under 16 years of age or twelve years' service, less than 70 per cent.

Note :- If a horse is brought on the strength before four years old, compensation is calculated by length of service, if over four years by the age limit.

(b) For camels -

Under 9 years of age or three years' service, the original price.

Under 10 years of age or four years' service, less 5 per cent

Under 11 years of age or five years' service, less 25 per cent.

Under 12 years of age or six years' service, less 50 per cent.

Under 13 years of age or seven years' service, less 70 per cent.

(3) The scale of compensation is applicable to owners of camels when the animals are affected, with *surrah* and are destroyed by the order of the Superintendent of Police on the written opinion of a veterinary officer that the disease constitutes a public danger.

7.15. Transfer of subscribers. - On the transfer of a subscriber, other than an upper subordinate, to another district he shall surrender the horse or camel allotted to him in the district which he is leaving, and shall be allotted another one in his new district; provided that the provisions of rule 7.12(b) shall apply, if the animal which he surrenders is unserviceable through his misconduct or neglect. A statement showing the amount, if any, of the subscriber's deposit which has been declared forfeit under the rule referred to above, and of any arrears of chanda subscription due from him shall accompany him on transfer. Upper subordinates who are subscribers to the Chanda Fund shall ordinarily be permitted to take their horses with them at Government expense on transfer to another district.

7.16. Chanda committee. - A Chanda Committee shall be constituted as occasion demands; it shall consist of the Superintendent himself, or, in his unavoidable absence, another gazetted officer specially designated by him, an inspector or sub-inspector, and a mounted police officer who shall if possible be of or above the rank of head constable.

If the Superintendent does not himself preside, decisions and findings of the committee shall require his countersignature.

(2) Proceedings of the chanda committee shall be recorded in Form 7.16(2). Proceedings under rule 7.12 (a) and (b) shall be conducted in the presence of the subscriber concerned; a summary of the evidence and of the explanation of the subscriber shall be recorded, and a considered finding shall be prepared and signed by all the members of the committee.

7.17. Remounts. - (1) Horses or camels borne on the Chanda Fund and considered by a Chanda Committee after reference to a Veterinary Officer to be unfit for service due to old age, accident or disease shall, with the approval of the Inspector-General of Police, be cast. In cases of accident where the Veterinary Officer considers immediate destruction necessary, destruction should be carried out at once without awaiting the Assembly of a Committee and the orders of the Inspector-General of Police. The Committee shall in such cases report all the circumstances subsequently.

(2) Remounts shall be purchased in such a manner and by such officers as the Inspector-General may from time to time direct. Superintendents requiring remounts to replace horses or camels which have died or been cast shall notify their requirements to one of the officers so designated.

(3) Horses selected as remounts shall be between four and six years of age, not less than 14 hands one inch in height, capable of carrying 13 stone, and suitable for police work. No purchase shall be concluded until the horse has been certified as sound and of the prescribed age by a qualified veterinary officer. Camels shall be between six and seven years of age and shall be carefully tested as to their trotting powers and passed sound and of correct age by a qualified veterinary officer before being purchased or accepted on the establishment.

(4) European inspectors and sergeants and upper subordinates employed on duties which do not ordinarily necessitate their riding long distances may be permitted by their Superintendents to mount themselves on suitable horses about to be cast from mounted units of the regular army, but officers so mounted shall not be eligible to join the Chanda Fund.

7.18. Purchase of remounts. - (1) Purchasing Officers are authorized to pay Rs. 300 for horses and Rs. 250 for camels as an average price for all purchases made during any one year. Subject to the required veterinary certificate in each case and to their satisfying themselves that the animals purchased are in every way suitable for police work, they may pay any price provided this average for the year is not exceeded. To enable them to make prompt payments, purchasing officers may be granted advances from the Chanda Fund by the Inspector-General, which they will recoup by bills in Form 10.59.

(2) Superintendents on whose behalf remounts are purchased are not authorized to reject them, but, if they have reasons to consider any remount seriously below the required standard, they may report the case to the Deputy Inspector-General. Superintendent should give notice to purchasing officers as long in advance as possible of their intention to cast any animal borne on the fund, so that suitable arrangements for its replacement may be made. When notice cannot be given in anticipation of the vacancy, purchasing officers shall endeavour to supply a remount within one month.

7.19. Assistance to be rendered by Veterinary Department. - Superintendents of the Civil Veterinary Department have been directed to afford assistance to police officers free of charge when purchasing remounts at fairs.

Veterinary officers of the Army Remount Department have also been instructed to ren-

der professional assistance free of charge to police officers when purchasing remounts at those fairs which are held in the horse-breeding circles under the control of the Army Remount Department.

7.20. Purchase of branded mares, etc. - Police officers are forbidden to purchase, as remounts for the police or for themselves, any mare of filly branded (E.I.), (G.I.), (G.I./V.), (G.I./P.), (G.I./A.), (G.I./C.), (stable number over (J.C.) or stable number over (L.B.) unless the owner or possessor of such animal produces a certificate from a competent authority authorizing the sale of such animal on the ground that she is barren. Purchasing officers and Superintendent shall be responsible that this order is strictly obeyed. Every facility shall be given to the owners of remounts purchased to compete in classes at shows, and for inspection by officials of the show and of the Civil Veterinary Department and Army Remount Department.

7.21. Purchases for individual officers. - Gazetted Officers to whom Government grants for the purchase of chargers have been made, and other gazetted officers and upper subordinates wishing to purchase charges may avail themselves of the assistance of purchasing officers in selecting suitable horses. In such cases all arrangements shall be made personally between the purchasing officer and the officer desiring his assistance, and the former shall be under no obligation to act, unless he receives in advance funds to cover the purchase.

7.22. Disposal of foals and cast animals. - (1) Cast horses and camels shall be sold, provided that any animal, which by reason of permanent injury cannot be worked without cruelty, shall be destroyed. Foals of horses and camels borne on the Chanda are the property of the fund and shall be sold as soon as they have reached a suitable age. Expenses incurred in their keep to the time of sale shall be borne by the fund. Proceeds of sales under this rule shall be credited to the fund.

(2) The use for breeding of mares borne on the Chanda and of all mares entered in the register maintained under rule 7.32(1) is prohibited; provided that this rule may be relaxed on the authority of the Deputy Inspector-General of the range on the recommendations of a veterinary officer or for other special reasons.

7.23. Veterinary treatment. - (1) All charges for medical treatment of horses and camels when such is not rendered necessary by ill-treatment or carelessness on the part of a subscriber, and for the castration of horses and camels when such operations are specially ordered by the Superintendent, shall be borne by the fund. Veterinary Surgeons and Assistants, however, whether in the Government service for employees of local bodies, have been directed to afford medical and surgical assistance gratis to all police horses brought to them.

(2) As soon as a remount is accepted for the Chanda Fund, the Superintendent of Police, or the purchasing officer, shall have a veterinary sheet prepared for each horse or camel in I.A.F. V-1752. This sheet will always accompany the animals, and each time the animal is sent to the veterinary officer, the history sheet shall be sent with it for that officer to enter his remarks therein. In no circumstances shall these history sheets be destroyed, duplicates issued or any alterations made in the original description of the animal, without the authority of the Superintendent of Police. Duplicate sheets will be marked as such. This endorsement and any alteration in the description on a sheet, whether original or duplicate, will be signed and dated by the Superintendent of Police. Copies of the form referred to above are obtainable from the Central Police Office.

7.24. Feeding and up-keep of horses and camels. - (1) The cost of feeding and, in the

case of horses shoeing, and the cost of such articles of stable gear as are not provided under rule 4.27(2) from the equipment fund shall be paid by the recipients of horse or camel allowances.

(2) Scales of feeding shall be laid down and arrangements, for the purchase of grain and fodder, as directed in rule 7.25 shall be made in each district in which mounted police are posted. The Sub-Inspector or head constable in charge of the mounted police shall be personally responsible for the feeding of horses and camels according to the prescribed scale, under the direct supervision of the Superintendent himself, or of a gazetted officer specially designated by him for the purpose.

(3) Accounts shall be kept by the officer in charge of the mounted police in a register in Form 7.24(3) showing the detail of supplies issued and debitable monthly to the horse or camel allowance of each individual mounted policeman. These accounts shall be made up to the twentieth of each month and a statement of the deductions to be made, as shown in column 7 of the register, shall be forwarded on the twenty-first to the accountant for incorporation in, and attachment to, the acquittance rolls.

(4) At the time of disbursal of pay the details of each man's account of deductions as shown in the register shall be explained to him by the Lines Officer in the presence of the officer-incharge of the mounted police, and any contested item, which cannot be settled on the spot, shall be referred to the Superintendent for orders, disbursement being made meanwhile in accordance with the acquittance rolls.

(5) Negligence, inefficiency or dishonesty on the part of a sub-inspector or head constable of mounted police in the exercise of the responsibility laid upon him by this rule shall, in the absence of mitigating circumstances, entail a punishment not less severe than that of reduction.

7.25. Purchase and retail of grain and fodder. - Fodder and grain for the mounted police shall be purchased in bulk according to requirements and to conditions as to storage room and availability of supplies. Advances for the purchase will be made from the Remount Fund which will be recouped as recoveries are made from the mounted police to whom fodder and grain are issued. All supplies so purchased shall be examined by a chanda committee as to weight and quality and such committee shall fix the rates at which such supplies shall be retailed to mounted policemen. Rates shall be fixed monthly in advance to cover the average purchase price of supplies issuable during the ensuing month, carriage and any other incidental charges, together with a surcharge of one anna in the rupee to protect the fund against losses in bulk occurring in the ordinary course of storing and handling. Payment for purchases shall not be made until supported by the report of the chanda committee in Form 7.16(2). Retail rates fixed by the chanda committee shall be entered in the order book, copies of the order being made over to the officer in charge of the mounted police and hung up in the mounted police barrack for the information of the men.

7.26. Feeding of camels. - In districts where the mounted police are mounted on camels, the Deputy Inspector-General shall decide, in consultation with the Superintendent of Police, whether to allow each subscriber to the fund to feed the camel belonging or allotted to him by direct purchase of grain and fodder paid for from his allowance, or to introduce the system prescribed for troops mounted on horses. In the former case the accounts ordered in rule 7.24(3) need not be kept.

7.27. Horses and camels of men sick, on leave and under suspension. - The horses and camels of mounted policeman sick or on leave shall be made over to the Lines Officer or Officer in charge of the mounted police, who shall be responsible for the feeding and keeping of such animals. No conveyance allowance shall be drawn for the absentee ex-

cept to meet expenditure actually incurred on the feeding, shoeing and maintenance of the animal and the Chanda subscription for the period of the man's absence. The Chanda subscription shall be credited to the Police Remount Fund. Such horses and camels shall be looked after and may be used for instruction or duty by recruits or other men of the mounted police, as ordered by the gazetted officer in supervisory charge. In such cases responsibility under rule 7.12(b) for loss or injury by misconduct or neglect shall rest with the man so ordered to look after and use the animal, provided that no policemen shall be so held responsible for more than one animal at a time.

Note :- The Superintendent of Police concerned should attach to the establishment bill in which conveyance is drawn a certificate in the following form :-

Certified that the amount drawn on account of conveyance allowance of mounted policemen sick or on leave not exceed the actual expenses incurred by the Lines Officer/Officer in charge of the mounted police on the feeding, shoeing and other maintenance charges of the animal and the Chanda subscriptions for the period of the man's absence and that the amount has been paid to the Lines Officer/officer in charge of the mounted police and not to the absentee.

(2) Mounted police officers placed under suspension, or who temporarily cease to be members of the chanda fund owing to their transfer to a post where they are not required to maintain a charger and their substitutes in the post from which they are transferred are not members of the fund, will cease to draw horse, pony or camel allowance, as the case may be, and hand over their mounts to the Lines Officer or the officer in charge of the mounted police, who shall be responsible for the feeding and keeping of such animals under the supervision of a gazetted officer. The actual expenditure incurred on this account shall be debited to contingencies under the head "Feeding and keeping of animals of mounted police officers under suspension or otherwise temporarily ceasing to be members of the Chanda Fund." Where there is a system of feeding animals by the purchase of supplies in bulk, the accounts shall be kept as for other animals in a register in form 7.24(3) by the officer in charge of the mounted police who shall communicate the amount of expenditure so incurred to the accountant who shall draw it on a contingent bill form and pay it to the officer in charge of the mounted police. Elsewhere the account shall be kept by the Lines Officer who shall incur expenditure from the permanent advance recouping it in the manner detailed above. A suspended mounted police officer on reinstatement - even if such officer is found not guilty of charges preferred against him - will not be given conveyance allowance for the period of suspension. A mounted police officer temporarily ceasing to be a member of the Chanda Fund will not be given the conveyance allowance admissible when a mount is maintained but may draw any other conveyance allowance to which he may otherwise be entitled under any rules for time being in force as a non- mounted police officer.

Note :- The term 'mounted police officers' includes members of the mounted police as well as subordinates who keep mounts.

(3) Mounted Police Officers proceeding on leave on average pay not exceeding four months or earned leave not exceeding 90 days under sections II and III of Chapter VIII of Civil Services Rules, Volume I, Part I, as the case may be, or undergoing promotion courses at the Police Training School, Phillaur, or on deputation to the Recruits Training Centres or on deputation to the Police Training School, Phillaur and Sub- Inspectors when posted to the mobile patrols, who are in possession of horses or camels shall hand over their mounts to the Lines Officer or the officer in charge of the Mounted Police who shall be responsible for the feeding and keeping of such animals under the supervision of a Gazetted Officer. No conveyance allowance shall be drawn for them except to meet expenditure actually incurred on the feeding, shoeing and maintenance of animals for the period of their absence on leave or training at the Police Training School, Phillaur, or on deputation to the Recruits Training Centres or on deputation to the Police Training School, Phillaur, or in the case of Sub-Inspectors when posted to the Mobile Patrol. The accounts shall be kept in Form 7.24(3). Such horses and camels shall be looked after and may be used for instruction or duty by Mounted Upper Subordinates under orders of the

Gazetted Officer in supervisory charge. In such cases responsibility under rule 7.12(b) for loss or injury by misconduct or neglect shall rest with the officer so ordered to look after or use the animal, provided that no policeman shall be held responsible for more than one animal at a time. Where, however, adequate accommodation for horses and syces is not available in the Police Lines, the Superintendent of Police may authorise such officers to make their own arrangements for the care and maintenance of animals and draw the prescribed conveyance allowance admissible to each of them. Assistant Sub- Inspectors are not mounted Police Officers - *vide* Police Rule 7.2, they get a pony allowance if actually maintaining a mount and are exempted from the operation of this rule.

7.28. Account of purchase and retail of fodder, etc. - (1) An account shall be kept by the officer in charge of the mounted police in Form 10.50(b) of all receipts and expenditure in connection with the feeding of horses or camels and other operations provided for in rule 7.22(1). The cash balance of the account shall be kept in the police cash chest lump sum additions and withdrawals being shown in the cash chest account (rule 10.12) with a cross reference with the account maintained under this rule.

(2) A copy of this account shall be made monthly in English by the Gazetted Officer in charge of the mounted police immediately after the receipt of deductions at the time of disbursement of pay to the mounted police. Such Gazetted Officer shall personally sign the acquittance roll in acknowledgement of receipt of the total sum recovered by such deductions and shall deposit that sum in the cash chest. He shall then present the English account to the Superintendent, who will, after checking the balance shown with the actual balance in the cash chest, file the English Account in a yearly file.

7.29. Control by Deputy Inspector-General. - Deputy Inspector-General at their annual inspections of districts in which mounted police are posted shall examine in detail the working of the feeding arrangements and the accounts connected therewith, and shall report especially on the balance in the cash chest on account of purchase of supplies.

7.30. Penalty for neglect in care and feeding. - When, as a result of enquiry either by a gazetted officer alone or of a chanda committee, it is held that the temporary incapacity of a horse or camel borne on the Chanda is due to the neglect or misconduct of any mounted police officer, the allowance of such officer shall be forfeited to Government; provided that only such portion of such allowance shall be refunded to the treasury as may be left over after meeting the feeding and other charges debitable thereto and such additional expenses on drugs, medical appliances and veterinary charges as the circumstances may have necessitated.

(2) Orders under sub-rule (1), above shall be subject to confirmation by the Superintendent, but shall not be appealable.

(3) The penalty authorized in sub-rule (1) above may be additional to any disciplinary punishment ordered in connection with the neglect or misconduct involving the incapacity of the horse or camel, and to any order under rule 7.12(b).

7.31. Docking of tails of horses. - The tails of police horses shall not be docked. If stallions are purchased they shall be castrated.

7.32. Register of horses and camels. - In districts where there are mounted police or optional subscribers to the chanda fund, a register shall be maintained in Form 7.32(1) of all horses and camels borne on the Chanda.

(2) A separate register in the same form shall be maintained for all enrolled police officers who, though not members of the chanda fund, are required to maintain horses.

Entries shall be made on horses, including remounts in replacement of cast horses, being passed under rule 7.33 below.

7.33. Rules regarding horses of police officers who are not subscribers to the chanda fund. - (1) All horses purchased by police officers as chargers, either with funds advances to them by Government or in order to qualify for a conveyance allowance (*vide* rule 10.75), shall be produced before a Chanda Committee constituted in accordance with rule 7.16(1) and no horse shall be accepted as qualifying the officer producing it for the grant of conveyance allowance, unless it has been passed by such committee; provided that -

(a) in the case of horses purchased by Assistant Superintendents and Deputy Superintendents of Police, the Superintendent shall himself preside over the committee.

(b) a horse purchased by a Superintendent shall be produced before the Deputy Inspector-General instead of a chanda committee.

(c) a horse purchased by a purchasing officer (rule 7.18) shall be accepted without further examination.

(2) If, in the opinion of the Superintendent, a horse not borne on the chanda, for which conveyance allowance is drawn, is unfit for the duty it is required to perform, it shall be produced before a chanda committee. If such committee reports the horse to be permanently unfit for the duty required of it, the owner shall be required to dispose of it and produce a suitable horse for examination within one month; provided that this period may be extended by one month by order of the Deputy Inspector-General for adequate reasons. Alternatively to reporting a horse totally unfit, a chanda committee may in such cases make such recommendation as it thinks fit, to provide for the removal of temporary unfitness and as to responsibility for such unfitness. The Superintendent shall deal with such recommendation at his discretion, subject to the proviso that officers, who are not subscribers to the chanda fund, are not entitled to free veterinary services or any assistance from the fund or from Government in the treatment of their horses.

7.34. Branding of horses and camels. - Horses and camels brought on to the Chanda shall be branded in the right ear by the method in use for cattle- branding. Each animal will be branded with the district cypher letters and a district serial number. When an animal is cast from the chanda, it shall be branded in the left ear with the letter "C" and the last two figures of the year in which the casting took place, *e.g.*, "C. 28", Ink and branding implements may be obtained on application to the Deputy Inspector-General, Criminal Investigation Department, and paid for from the equipment fund.

FORM NO. 7.16(2)

Proceedings of a Chanda Committee assembled at ______________________ on __________________________ by order __________________________ of ________________________________ for the purpose of ____________________.

Note :- The signature of each officer composing the committee should be attached at the end of the proceedings.

PRESENT

MEMBERS :

The committee having assembled pursuant to order proceed to -

(Standard Form)

FORM NO. 7.32(1)

POLICE DEPARTMENT _________ DISTRICT

REGISTER OF HORSES AND CAMLES BORNE ON THE CHANDA FUND OF THE ABOVE DISTRICT

1	2		3	4	5	6	7	
			DESCRIPTION OF HORSES OR CAMEL					
Horse or Camel	*Age on enrolment*		*Height*		Colour	Particulars of breed, giving name of sire	Particular marks	Date of enrolment
	Years	Months	Hands	Inches				

8	9	10	11	12	13
Price	Date and cause of becoming non-effective	Names and committes who passed animal or name of purchasing officer.	Ranks, name and number of officers to whom the horse or camel is allotted with dates of beginning and ending of such allotment and reference to Order Book	Superintendent's signatures.	REMARKS

(Standard Form)

Fix Table
Tablr 7.24(3)

CHAPTER 8

Leave

8.1. General. - (1) The rules relating to leave for all Government servants who are under the administrative control of the Punjab Government, are contained in Part IV of the Fundamental Rules, and in chapters 6, 9, 10, 11, 15, 16, 18, and 19 of the Subsidiary Rules thereunder. Police Officers of all ranks are amenable to these rules, subject to such further conditions as are imposed by Police Rules.

(2) Gazetted Officers and clerks, who have to deal in any capacity, with applications for leave, are required to be familiar with, and are in position to refer to Volumes I and II of Punjab Financial Handbook No. 2, which contain the rules mentioned in sub-rule (1). This chapter contains only such departmental rules as supplement the rules of the Finance Department, and a summary of the more important of the latter rules for the guidance of subordinate police officers, who are not in possession of the Handbooks referred to. In all doubtful cases or where detailed information is required, the rules should be consulted in original. Clerks and others having access to the full rules are required to give all reasonable assistance to officers of whatever rank, who wish to ascertain their individual rights and obligations in respect of leave, or to obtain guidance for dealing with requests received from their subordinates.

Note :- Certain Officers have exercised the option, given to them at the time when the Fundamental Rules came into force of remaining under the leave rules to which they had previously been subject. The leave of such officers will not be regulated by Fundamental Rules, but they are, equally with others, amenable to special departmental rules regarding leave.

8.2. Principles governing the grant of leave. - Leave is earned by time spent on duty only. Leave cannot be claimed as of right; the authority empowered to grant it may refuse or revoke it in the interest of the public service, or in accordance with any duly authorized disciplinary rule.

8.3. Nature of leave and method of calculation. - A separate leave account (in A.F. No. 75-A/F.R. 9-A) is maintained in the office to which he is subordinate for every police officer. In this account the leave to which he is entitled under the Fundamental Rules, is periodically placed to his credit and he is debited with the leave which he has taken. Leave due may be granted on average pay or half-average pay or partly on one and partly on the other according to the conditions laid down in the Fundamental Rules. Leave not due may be granted on medical certificate and, in very exceptional circumstances, for not more than three months at any one time and six months in all otherwise than on medical certificate.

(2) Police officer may be granted by the State Government under conditions specified in the Punjab Civil Services Rules, Volume I, Part I, special disability leave if disabled in the performance or in consequence of their official duties or in consequence of their official position. Such leave is not debited in leave accounts. Under special circumstances, and when no other leave is, by rule admissible, extraordinary leave, without pay, may be granted. Police Officers of and below the rank of Head Constable, may be granted Hospital leave by the Superintendent of Police under whom they are serving, while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties. Hospital leave may be granted on leave salary equal to either average or half average pay as the authority granting it may consider necessary. Hospital leave is not debited in leave accounts, and may be combined with any other leave which may be admissible; provided that the total period of leave, after such combination shall not exceed twenty-eight months. The amount of Hospital leave which may be granted is limited to three months on average pay in any period of three years.

Hospital leave on half average pay counts for the purpose of this limit as half the amount of leave on average pay.

8.4. Special provisions regarding leave. - The following rules relating to leave are to be observed by all police officers :-

(a) A Police Officer who has taken leave on account of ill-health whether technically on medical certificate or not shall, before he is permitted to return to duty, be required by the authority which granted him leave to produce a medical certificate in the following form :-

"I. A.B. __________, do hereby certify that I have examined C.D. __________ and that I consider him fit to resume his duties in Government Service".

The Officer shall produce the original certificate and statement of the case on which the leave was granted or extended before the authority asked to grant a certificate of fitness to return to duty. In the case of Gazetted Officers this certificate must be signed by a Civil Surgeon or Medical Officer of commissioned rank. If the leave has been sanctioned on a certificate granted by a Medical Committee the certificate of fitness to return to duty must also be obtained from a Medical Committee except (1) in cases in which the leave is not for more than three months, or (2) in cases in which the leave is for more than three months, or leave for three months or less is extended beyond three months but the Medical Committee granting the original certificate or the certificate for extension state at the time of granting such certificate, that the Government servant need not appear before another Committee to obtain the certificate of fitness to return to duty.

No travelling allowance will be paid to an officer for journeys performed by him to appear before a Medical Committee to obtain a certificate of fitness to return to duty.

In the case of subordinate Police Officers the authority which granted the leave has discretion to admit a certificate by any registered medical practitioner.

(b) All applications for leave, or for extensions of leave, shall be made through proper channel to the authority competent to grant the leave. The form of application shall be, in the case of gazetted officers A.F. No. 74, and in the case of subordinates Police Rules Form 8.4*(b)*. Nothing in this rule shall debar a Superintendent of Police from requiring those police officers subordinates to him, who are in a position to do so, to apply verbally for leave in office or orderly room. When prescribed forms are not available, applications may be made by ordinary letter.

(c) Gazetted officers applying for leave, or extension leave, on medical certificate, are required to appear before a medical board, in accordance with the provisions of Chapter XI of Punjab Financial Handbook No. 2, Volume II. Subordinate police officers are required to support applications for leave on medical certificate by the certificate of the Civil Surgeon of the district in which they are serving. Applications for extension of such leave must ordinarily be similarly supported by the certificate of the Civil Surgeon of the district where the applicant is residing while on leave. If the applicant for an extension of leave is incapacitated by illness from appearing before the Civil Surgeon, it is within the discretion of the authority empowered to grant the leave to accept the certificate of any registered medical practitioner. The grant of a medical certificate is not equivalent to the grant of leave and confers no right to leave; the certificate must be forwarded to the authority competent to grant leave, whose orders must be awaited. Except on strong grounds, leave recommended in the certificate of a competent medical authority should be granted.

(d) A police officer returning from leave is not entitled as of right to resume the post which he held before going on leave unless the order granting him leave specifically preserved his lien on such post. He must report his return to the authority

which granted his leave and, unless orders of posting have already been conveyed to him, await orders.

(e) A police officer holding a temporary post may be granted leave, within the limits allowed by rule 16.2 Punjab Financial Handbook No. 2, Volume II, provided he has held such temporary post for at least two years or, if he has held such post for less than two years, provided no extra expense to Government is involved. Probationary police officers may be granted such leave as would be admissible to them under these rules if they had been confirmed in their appointments; but leave to probationers while undergoing instructions will only be granted in cases of special urgency.

8.5. Casual leave - Grant of. - (1) Casual leave is a privilege granted by Government in the nature of a brief holiday, and is not treated as absence from duty. Such leave, consequently, shall not be entered in leave accounts.

(2) Casual leave may be granted by the authorities shown in rule 8.9 below, subject to the condition that it does not exceed ten days at any one time or twenty days in a year and that leave exceeding four days is not granted more than twice in a year.

(3) Exceptions to the provisions of rule 8.5(2) are as follows :-

(a) Members of the Indian Auxiliary Force may, if they can be spared, be granted casual leave up to a fortnight at a time to attend an annual camp.

(b) Casual leave up to 30 days may be granted of police officers required to undergo treatment at a Pasteur Institute.

(c) A police officer prohibited by the Civil Surgeon from attending his duties on account of infectious disease in his family, may count the period of absence as casual leave up to a limit of 30 days.

Casual leave granted in accordance with these exceptions will not count against the annual amount of such leave admissible.

8.6. Casual leave - restrictions regarding. - Casual leave may not be combined with other leave except in exceptional cases, when a police officer is prevented from attending to his duties by causes beyond his control. Rules 6.8 and 6.9 Punjab Financial Handbook No. 2, Volume II, should be referred to in adjudicating such cases.

(2) Police officers on casual leave are prohibited from visiting places, whence their return with in the period of their leave is likely to be prevented by blocking of roads, breakdown in transport or similar accidental cause, on from which they cannot return to their headquarters within 36 hours' notice. For special and adequate reasons the Inspector-General may relax this rule in particular cases, but it should ordinarily be strictly observed.

No casual leave for visits to Kashmir and Kulu will, however, be given without the express sanction of Government. (Punjab Government letter No. 30415 (H- Gaz.), dated 12th October, 1931.

8.7. Casual leave of Superintendents - Police officers in independent charge of districts shall consult the District Magistrate when applying for casual leave, and shall state in their applications to the Deputy Inspector-General that the dates proposed by them are convenient to the District Magistrate.

8.8. Joining time. - (1) Police officers transferred from one post to another or returning from leave may be allowed joining time under the conditions laid down in Part IV of Fun-

damental Rules and Chapters 9 & 19 of Punjab Financial Handbook No. 2, Volume II, and subject to the limitations embodied in Police Rules.

(2) Joining time will not ordinarily be allowed to subordinate police officers transferred within the district in which they are serving, or returning from leave to the same district as that from which they proceeded on leave. Police officers of all ranks may be required, by the authority empowered to transfer them or grant them leave, to take up their new posts without joining time, if the interests of the public service so demand. Police officers required to proceed on temporary duty within or beyond the district in which they are serving are not considered to be transferred for the purposes of this rule.

8.9. Authorities empowered to grant leave. - The following table shows the authorities empowered to grant leave to police officers. The approval of the Provincial Government is required to the grant of leave other than casual leave to officers holding independent charge of districts :-

Authority which can grant leave	To whom	Extent
1. Inspector-General of Police.	1. All Officers	1. Casual leave
	2. Officers of the Imperial Police Service not holding independent charge of a district.	Leave up to 4 months
	3. Provincial police offiers not holding independent charge of a district	Full powers
	4. All subordinate Police Officers	Full powers
2. Deputy Inspectors General and Assistant Inspector General, Government Railway Police	1. All officers under their control	Casual leave
	2. Inspectors other than European Inspectors, Prosecuting Inspectors and Inspector in charge of Lahore, Amritsar and Rawalpindi cities, and of Anarkali.	Leave up to 8 months
	3. All Sub-Inspectors, Assistant Sub-Inspectors and lower subordinates under the their control.	Full powers
3. Superintendent of Police	All gazetted officer serving under them	Casual leave up to four day at any one time (In submitting to higher authority any application by a gazetted officer for casual leave in excess of four days, the Superintendent of Police shall add a note showing the total amount of casual leave taken by the officer during the calendar year including leave sanctioned under these powers)
4. Superintendents of Police, and Assistant Superintendent of Police, Government of Railway Police	1. All enrolled officers.	Casual leave
	2. Sub-Inspectors, Sergeants and Assistant Sub-Inspectors	Leave upto 8 months
	3. Lower subordinates serving under their control.	Full powers
5. Assistants and Deputy Superintendents	Lower subordinates under their control	Casual leave
6. Inspectors of Police	Lower subordinates under their control	Causal leave

7. Officers in charge of police stations	Constables attached to their stations	Casual leave upto three days provided, that, in a police station of strength not more than one constable is so absent at a time and that in city, cantonment and similar police stations the limit prescribed by the Superintendent in each case is not exceeded.
	☞ ***For Haryana only***	
[7 (a) All non-Gazetted Officers Incharge of Police Stations/Police Posts (b) Platoon Commanders	Head Constables and Constables attached to them	Casual leave up to five days keeping in view the available strength.

8.10. Address while on leave to be given. - Every police officer, before proceeding on leave, shall record in the office of the authority granting him leave the address at which orders of recall or other communications will reach him with certainty and despatch.

8.11. Recall from leave to give evidence. - Time spent by police officers on leave in giving evidence in courts and in travelling to the court and back from courts as part of the leave, and travelling allowance is admissible under the same conditions as if the police officer had been on duty when summoned (*vide* Rule 10.148). To avoid the inconvinience to all concerned and the expense to Government involved in recalling officers, whose homes are at a distance, officers sanctioning leave should, as far as possible, fix dates for its commencement which will avoid the necessity of such recall.

8.12. Deposit of Government property before proceeding on leave. - Every police officer before proceeding on leave shall deposit all Government property in his possession or custody with the officer responsible under these rules for the custody of such property when in store.

8.13. Leave accounts. - The leave accounts prescribed in Fundamental Rule 76 shall be attached to character rolls and maintained in Form A.T. 290 in accordance with the instructions given in that form and with Fundamental Rules 77 to 80. It is most important that the accounts should be kept up with the greatest care and accuracy. They are the basis for the decision of all claims for leave and are essential to the preparation of pension claims, the settlement of which may be seriously delayed by inaccuracies in regard to leave accounts, Gazetted Officers must check these accounts frequently, both in the process of dealing with leave applications and otherwise.

8.14. Leave registers. - The orderly head constable shall maintain an English register of applications for leave in Form 8.14(a) and a leave register in Form 8.14(b). In the latter all leave, other than casual leave, granted to enrolled police officers shall be entered. The leave register shall be made over to the head clerk once a week, who shall make necessary entries in the leave accounts of officers who have returned from leave, and fill in column 9 of the register. An index shall be provided at the end of the leave register in Form 8.14*(c)* for *(a)* lower subordinates serially in accordance with their constabulary numbers, and *(b)* upper subordinates as their names may occur.

8.15. Leave certificate. - (1) Certificates in Form 8.15 shall be issued to all enrolled police officers before they proceed on leave other than casual leave.

(2) Every enrolled police officer shall, on rejoining from leave, personally present his leave certificate to the officer in charge of his police station or the Lines Officer, accord-

ing to the place at which he rejoins. Such officers shall endorse on the certificate the hour and date of rejoining, and forward it to be filed in the office of the Superintendent.

8.16. Leave salary, Declaration regarding. - Before proceeding on leave every police officer is required to declare whether he wishes his leave salary to be held over for payment on his return or remitted to him monthly. If the latter, he must state the post office to which he wishes a money order to be sent and must certify his willingness for the money order commission to be deducted from the amount due to him. Police officers residing in the district in which their pay is drawn may if they desire, have the amount due to them remitted for disbursement to the police station nearest to their home; in such cases the procedure laid down in rule 10.92 will be followed.

8.17. Holidays. - (1) The occurrence of a gazetted holiday gives no right to a police officer to leave the station or area to which his movements on duty are restricted. Permission to leave such limits must be obtained from the authority empowered to grant casual leave to the officer concerned.

(2) Gazetted holidays, may be prefixed or affixed to leave with the permission of the authority competent to grant the leave; but such authority is bound by the provisions of Chapter 9 of the Punjab Financial Handbook No. 2, Volume II, in respect of the grant of such permission.

LEAVE

FORM NO. 8.4(b)

POLICE DEPARTMENT, __________ DISTRICT

Application for leave

Enrolled Officers

APPLICATION FOR LEAVE ON BEHALF OF THE UNDERMENTIONED ENROLLED POLICE OFFICERS

1	2	3	4	5	6	7	8	9	10
Provincial of Range No.	Name	Rank	LENGTH OF LEAVE REQUIRED		Detail of all previsions leave	Nature of leave required	Remarks by Police Officer forwarding application	Address of Police Officer should leave be granted.	Instructions regarding pay during leave, if granted (rule 8.16)

(Standard Form - Bilingual)

***Note*:-** All application for leave to assistant sub- inspectors, sub- inspectors, sergeants and inspectors to be written in English in this form.

Dated..............

The .... 19, *Superintendent of Police*

FORM NO. 8.14*(a)*

REGISTER OF APPLICATIONS FOR LEAVE

1	2	3	4	5	6	7		8	9	10	11
Serial No.	Date on which application is made	Name	Provincial. Range or Constabulary No.	Rank	Where stationed	LEAVE LAST OBTAINED		Kind and period of leave now applied for	Superintendent's order	Number and date of entry in Order Book	REMARKS
						From	To				

Here quote the No. of the entry in the Register of Leave granted. - Police Form No. 8.14*(b)*

FORM NO. 8.14*(b)*

LEAVE REGISTER OF ALL ENROLLED POLICE OFFICERS
FOR THE YEAR 19

1	2	3	4	5		6		7		8	9	10
Annual Serial No. of entry	Rank and de	Name	Provincial Range or Constabulary No.	LEAVE GRANTED								
				Period			Date			Date up to which the leave was actually enjoyed (to be filled in on return)		
				Nature of leave	Years	Months	Days	From	To		Date of entering leave in the leave account and initials of the Head Clerk	REMARKS

Note :- If an officer returns from leave before noon, his leave counts up to the preceding day.

FORM NO. 8.14*(c)*

INDEX TO LEAVE REGISTER

Part I for Lower Subordinates, arranged according to Constabulary Nos.

Constabulary No.	Annual Serial No. of the Leave Register over the year
1	5
2	1911
3	
4	
5	6
6	1911

Part II for Upper Subordinates -

1910, S.I. Nabi Bakhsh.e.No.II/35, I. Nural Hasan, P. No.5/210

1911, S.I. Ahmad Khan, E.No. 50/3, I x Y.P.No.20/138

Note :- The figures below the names are the annual serial Nos. of the Leave Register.

FORM NO. 8.15

POLICE DEPARTMENT __________ DISTRICT

Leave Certificate

1	2	3	4	5	6	7	8	9
Provincial, Range or Constabulary No.	Rank	Name	LEAVE GRANTED			Kind of leave granted	Up to what date paid	REMARKS
			Extent	From	To			

(Standard Form --Billingual).

*Dated*___________________

Superintendent of Police

The __________________19 .

CHAPTER 9

Pensions

9.1. General. - Subject to the age limits fixed by Articles 503 and 506 of the Civil Service Regulations all service in the Police Department is pensionable. Rates and conditions of 'pension' are given in the rules quoted below, with which officers preparing applications must be familiar :-

Chapters XV to XXI (Ordinary pensions), XXXVIII (Wound and other Extraordinary pensions), XLVII (Applications for and grant of pensions), and XLVIII (Payment of pensions) of the Civil Service Regulations.

Reference to the following authorities is also necessary :-

Statutory Rules and Orders, 1924, No. 1395, Superior Civil Service (Revision to Pay and Pension) Rules, published as Appendix G, Part B, Punjab Financial Handbook No. II volume I;

The Proportionate Pension Rules promulgated with the Government of India, Home Department, notification No. F. 868-22, dated Ist March, 1924, as subsequently amended, and the new pension rules of gazetted officers in Articles 474-476 of the Civil Service Regulations.

Police officers are amenable to these rules, subject to such further conditions as are imposed by departmental rules.

9.2. Definitions. - (1) "Active Service" is defined in Article 8, "Age" in Article 14, "Pension" in Article 41, and "Superior" and "Inferior" Service in Article 396, Civil Service Regulations.

(2) Articles 352, 353 and 454 Civil Service Regulations, define the cases in which no pension can be claimed.

(3) Articles 358(a), 359, 360, 361, 374, 494, 495(b), 498, 503 and 506, Civil Service Regulations, define the conditions of "qualifying" service.

(4) Service before enlistment is governed by Articles 356, 358 to 394 and 501, Civil Service Regulations and conditions laid down in rules 9.2(5) and (6), 9.3, 9.29 and 12.24.

Note I :- If doubt exists as to whether any particular service under Articles 361 and 494, Civil Service Regulations, or sub-rule (4) above qualifies for pension or not, enquiry should be made from the head of the office or department in which the service was rendered.

Note II :- The service of police officers whose pay exceeds Rs. 20 per mensem is qualifying service after the age of 20 years [Articles 358(a) and 506, Civil Service Regulations] and of those officers whose pay is Rs. 20 or less per mensem, after the age of 18 years (Article 503, Civil Service Regulations).

Note III :- When a police constable drawing pay exceeding Rs. 20 per mensem retires on an invalid pension, all his service in the police after the age of 18 years shall be regarded as qualifying service.

(5) All police officers who are members of the regular establishment and are employed to serve in bodies of additional police, shall count such service for pension and increment. Similarly, police officers, who have no substantive appointment and have been entertained in vacancies created by the sanction of additional police shall, on their being absorbed in the regular force, count such service for increment, as well as for pension.

(6) When a lower subordinate is re-enrolled the Superintendent of Police may allow his previous police service to count for pension subject to the conditions contained in Rule 12.24.

(7) Articles 352, 396, 414, 481 and 484, Civil Service Regulations, particularly apply to menial servants.

9.3. Detailed conditions of Admissibility of Persons military service. - Instructions in regard to the circumstances in which former military service may be reckoned, towards police pension are given below. Each case, after necessary verification, shall be forwarded through the Deputy Inspector- General to the Inspector-General for the orders of the local Government :-

(1) Military service, except service in the Imperial Service Troops, by an employee belonging to one of the classes mentioned in the note below may count towards service qualifying for civil pension, when such military service is itself pensionable, but has terminated before a pension has been earned in respect of it and has been rendered after the employee has attained the age of 20 years, and provided he has received no pension or gratuity from the Military Department in respect of such service.

(2) When any gratuity has been paid in respect of military service, such service can only count towards civil pension if the gratuity be refunded, such refund to be made in not more than thirty-six monthly instalments commencing from the date of completion of verification of military service. In such cases a reference should be made (for each case separately) to the Accountant-General, Punjab. When the case has been decided a note shall be made in the character roll and service book (if any).

Note :- The rule applied to Indian commissioned officers, non-commissioned officers and men of the Indian Army and to non- combatant departmental and regimental employees and followers of the supplemental services. It also applies to non-commissioned officers and men of the British service, warrants officers and departmental officers of the commissary and Army Service Corps Classes in respect of service with their units or departments in India.

(3) A certificate shall be obtained from the Controller of Military Accounts in whose audit area the individual served prior to his retirement from military service, showing whether or not such employee had received any pension or gratuity on discharge from the army, and whether or not the service rendered was pensionable and paid for from Indian Revenues or for which a pensionary contribution had been received by Indian Revenue. The reference to the Controller of Military Accounts should be accompanied with the sheet roll and the discharge certificate of the individual whenever these are available. He should also be asked to state whether the service was superior or inferior. This certificate shall be attached to the character roll of the individual concerned. A copy of the certificate shall immediately be sent to the Accountant-General.

(4) Indian Army reservists who are permanently appointed to the Police and discharged from the Army before they have earned a pension under the Military rules may, subject to the provisions of Article 356, Civil Service Regulations, be allowed to count for Civil pension all previous military service with the colours and half of their reserve service.

These instructions apply to all Army reservists enrolled in the Police, who retire on or after the 21st October, 1929, prior to which date reservists were not enrolled in the Police unless they first obtained their discharge from the reserve.

To be eligible for this concession reservists who have already been confirmed in the Police and have not taken their discharge from the Army within 12 months from the date of their confirmation under note 3 to Article 356 of the Civil Service Regulations may do so by 1st October, 1935. Those who do not take their discharge by that date will draw reservist pay and count their police service towards military pension and not towards civil pension until eventually discharged from the reserve, when their service will begin to count for civil pension. If any such reservist has actually earned a military pension, it shall not be granted while he continues to serve in the police, - vide Article 526(b), Civil Service Regulations.

Note :- The word 'confirmation' used in this rule means confirmation with reference to Rule 12.21 in a permanent vacancy in the regular Police.

9.4. Admissibility of leave periods for pension. - Periods of leave which count as service shall be determined for all police officers in accordance with Articles 407, 408, 412 and 413, Civil Service Regulations. Leave without allowances does not count as service towards pension. As regards menial servants see Article 414, Civil Service Regulations.

9.5. Emoluments. - Emoluments and average emoluments shall be calculated in accordance with Articles 486 to 490, read with Article 355(b), Civil Service Regulations. Cases of menial servants are dealt with under Articles 481 and 482, Civil Service Regulations.

9.6. Preliminary verification of service. - (1) When an upper subordinate is likely within six months to retire from the public service, a statement of his services shall be prepared in Form No. 24 (obtainable from the treasury office) in accordance with the instructions contained in Article 907(a), Civil Service Regulations.

Note :- The verification must be finished before the application for pension is prepared, and if possible before the applicant retires or appears before the invaliding authority.

(2) The verification papers referred to in sub-rule (1) above, together with the service book, shall be submitted to the Deputy Inspector- General, who, in the case of Inspectors, shall forward the papers to the Inspector-General and in other cases shall sign the certificate at the foot of Form 24 and forward the papers to the Accountant-General.

When submitting the case to the Deputy Inspector-General, application should be made at the same time for the condonation of any interruptions or deficiencies (Articles 416 and 423, Civil Service Regulations) there may be, and also for the commutation of any period of leave which may be inadmissible.

The portion of service not verified by the Accountant-General, or the service occuring between the verified service, and the date of discharge on pension, shall be verified from the acquittance rolls, and a certificate to this effect shall be attached with the pension application.

(3) In the case of lower subordinates the pension roll shall be prepared as directed in Article 824, Civil Service Regulations. Such periods of service as have to be verified in other offices shall be verified in good time.

(4) Doubtful points shall be checked by the vernacular long roll, order book, punishment register and acquittance rolls, and if necessary, by reference to other offices as required by the Note I to rule 9.2(4). The character roll should then be corrected. (*vide* Articles 823 and 824, Civil Service Regulations).

(5) Whether any discrepancy exists or not, inferior service rendered before enrolment in the police should be verified by reference to the head of the office in which it was performed. If it is impossible to verify the service in this way the procedure prescribed in Article 908(e), Civil Service Regulations, should be followed. Superior service can be verified by the Accountant-General, - *vide* Article 908(b), Civil Service Regulations, but if this is not possible, the procedure described above should be followed.

(6) The pension claims of police officers of rank not higher than head constables, who are permitted by the local Government to count their former military service towards civil pension under Article 356 of the Civil Service Regulations, should be treated under the ordinary rules, and the statement of service in Form 24 forwarded to the officer-in-charge, Pension Branch, Accountant-General's office, Lahore, for verification of their claims to pension six months before their retirement as required by Article 907(b) and (c) of the Civil Service Regulations.

9.7. Alteration in age. - The date of birth shown in the character roll or corresponding record, can be altered only with the sanction of the Inspector- General of Police, on pro-

duction of proof to his satisfaction, if the recorded age does not tally with that certified by an invaliding medical officer, board or committee, and the discrepancy affects the title to pension or liability to superannuation, the matter should be reported and the officer should not be discharged till the orders of the Inspector-General have been received. In the case of an officer whose year of birth or year and month of birth only is known, but not the exact date, the 1st July of the year of 16th of the month, respectively, should be treated as the date of birth for the purpose of calculation of pension - *vide* note under Article 283 of the Audit Code, Volume I. The date of birth of all officers enrolled before the 1st October, 1933, may be allowed to remain as already recorded.

(2) Further orders as to the conditions under which alterations of age may be sanctioned are contained in letter No. 20076 (Home Gazette) of 4th July, 1928, from the Chief Secretary to Government, Punjab. According to these orders, an alteration may only be made, after special enquiry, if applied for within two years of the applicant's entry into Government service. The Provincial Government may, however, make a correction in the recorded age of a Government servant at any time, if it is satisfied that age has been incorrectly recorded with the object that the Government servant may derive unfair advantage.

9.8. Classes of pensions. - Pensions admissible to police officers and menial servants are detailed below.

9.9. Invalid pensions. - An invalid pension proportionate to the length of service is awarded to a police officer who by bodily or mental infirmity is permanently incapacitated for further service in the police. If the incapacity is directly due to irregular or intemperate habits, no pension can be granted. If it has not been directly caused by such habits but has been accelerated or aggravated by them, it will be for the authority by whom the pension may be granted to decide what reduction should be made on this account (Articles 441, 454 and 474 Civil Service Regulations). If the length of the invalid's service is less than ten years a gratuity only will be admissible [Article 474(a), Civil Service Regulations]. Superintendents are required to be on their guard against endeavours to retire on invalid pension by officers who are capable of serving longer.

9.10. Invaliding rolls. - Police officers whose cases fall under the above rule shall be sent to the Civil Surgeon with a letter in Form 9.10(a). If the Civil Surgeon is of opinion that the police officer should be invalided he should be asked to fill in an invaliding roll [Form 9.10(b)] on receipt of which steps should be taken to prepare the pension papers without delay. If the incapacity is not declared to be complete are permanent, he should, if possible, be retained in employment on light duty. If a pension is granted the capacity for partially earning a living shall be taken account of in assessing its amount - (*vide* Articles 427 and 447(b) Civil Service Regulations).

9.11. Surgical operations not compulsory. - A police officer need not be subjected to a dangerous operation merely to render him fit to perform his duties.

9.12. Incapacity due to intemperance. - Whenever the Civil Surgeon is of opinion that the incapacity of a proposed invalid is caused wholly or partially, by irregular or intemperate habits, it shall be the duty of the Superintendent in communication with such Civil Surgeon, to investigate and place on record the medical and police history of such officer. It should be decided whether a police officer's inefficiency is the result of irregu-

lar habits, or whether it is due to one act which, from neglect, may have resulted in ruining his constitution and health. The mere fact that a police officer has suffered from syphilis is not sufficient to make him liable to the forfeiture or reduction of pension. Such cases will be decided on consideration of their history as a whole. The record in such cases shall be submitted to the Deputy Inspector-General for orders, with the other documents of the case.

9.13. Invaliding Boards. - If the pension applied for exceeds Rs. 100 a month a certificate by a single medical officer should not be accepted as sufficient. In such a case the applicant shall be produced before the standing medical board or an invaliding committee (*vide* Chapter VIII of Punjab Medical Manual) with the following documents :-

(i) The invaliding roll signed by the Civil Surgeon or competent medical officer, (ii) The nominal roll (Form No. 9.13), the character roll and (iii) the medical history of officer.

9.14. Retention in service after date of invalidment. - Ordinarily a police officer shall not be retained in service after the date of his being certified unfit for service, and, except with the special order of the authority competent to grant the pension, service after that date shall not count for pension (For exemption to this rule see Article 456, Civil Service Regulations). When an invaliding roll is signed by more than one medical officer, and on different dates, the date of invaliding shall be taken to be the last of such dates.

9.15. Superannuation pension. - (1) A superannuation pension is granted to an officer in superior service entitled or compelled by rule to retire at a particular age (Article 458, Civil Service Regulations).

(2) A ministerial officer may be required to retire at the age of 55 years, but should ordinarily be retained in service, if he continues efficient up to the age of 60 years, - *vide* rule 56(b), Punjab Financial Handbook No. 2, Volume I. In the application of this rule the test of efficiency should be applied with reference to the requirements of the post the ministerial officer is holding. In the case of higher ministerial posts, the duties of which involve responsibility and the supervision of other clerks, the competent authority should not agree to retention in service beyond the age of 55 years, unless he is satisfied that the ministerial officer is fully able to discharge the responsibilities of the post and efficiently to carry out the supervision of his subordinates. Similarly, a lower ministerial officer shall not be retained in service beyond the age of 55 years unless he fulfills efficiently the requirements of the appointment held by him.

(3) Officers other than ministerial, who have attained the age of 55 should ordinarily be required to retire and should not be retained in service except where unquestionable public grounds for retention exist, and there is not doubt as to the physical fitness of the officer. Extensions may not be granted for any period exceeding one year at a time.

9.16. Retention in service of Government servant after the age of 55 years - Under serial No. 23-A of rule 22.4 of the Punjab Financial Handbook No. 2, Volume II, Subsidiary Rules; powers are delegated to Heads of Departments to retain a non-gazetted Government servant, other than a ministerial servant, in the service, after the age of 55 years, that any such retention of a Government servant must be on public grounds and that reasons must be recorded in writing. It follows that only in very exceptional circumstances can this power be exercised. The convenience or the financial advantage of the officer to be retained must in no circumstances be taken into consideration. The sole justification for exercising the power delegated, under the rule in question, is the interest of the public service. The question, in fact, is not whether it will benefit an officer to retain him, but whether the interests of the department will suffer if the officer is not retained.

Only in very exceptional circumstances will the Inspector-General exercise his powers under the rule, which will apply with equal force to all ranks.

9.17. Age register. Maintenance of - (1) A permanent age register shall be maintained in each district police office and in the offices of the Deputy Inspector-General, Criminal Investigation Department and Assistant Inspector- General, Government Railway Police, in Forms No. 9.17(1) A and 9.17(1) B, in which shall be entered the names of (a) all lower subordinates and (b) upper subordinates, as they reach the age of 53 years.

(2) Early in October each year, the Superintendent of Police shall examine the age register and pass orders regarding the superannuation of all lower subordinates, who will attain the age of 55 years or whose previously sanctioned extension of service expires during the financial year commencing on the 1st April next, and shall, with reference to rule 9.16, submit, through the Deputy Inspector-General, his recommendations for the retention of lower subordinates for the orders of the Inspector-General. The names of all upper subordinates similarly due for superannuation shall be submitted in Form 9.17(1) B to the Deputy Inspector-General, who will pass orders for superannuation or make recommendations for the retention of upper subordinates to the Inspector-General for orders.

9.18. Retiring pension - (1) A retiring pension is granted to an officer -

(a) who is permitted to retire from service after completing qualifying service for twenty-five years or such lesser period as may, for any class of officers, be prescribed; or

(b) who is compulsorily retired under sub-rule (2) after completing ten years' qualifying service.

(2) The Inspector-General of Police may, with the previous approval of the State Government, compulsorily retire any Police Officer, other than that belonging to Indian Police Service or Punjab State Police Service, who has completed ten years' qualifying service, without giving any reasons. An officer who is so compulsorily retired will not be entitled to claim any special compensation for his retirement.

Note 1. - The right to retire compulsorily shall not be exercised except when it is in the public interest to dispense with the further services of an officer, such as on account of inefficiency, dishonesty, corruption or infamous conduct. Thus the rule is intended for use -

(i) against an officer whose efficiency is impaired but against whom it is not desirable to make formal charges of inefficiency or who has ceased to be fully efficient (i.e., when an officer's value is clearly incommensurate with the pay which he draws) but not to such a degree as to warrant his retirement on a compassionate allowance. It is not the intention to use the provisions of this rule as a financial weapon, that is to say, the provision should be used only in the case of an officer who is considered unfit for retention on personal as opposed to financial grounds;

(ii) in cases where reputation for corruption, dishonesty or infamous conduct is clearly established even though no specific instance is likely to be proved.

Note 2. - The officer shall be given an adequate opportunity of making any representation that he may desire to make against the proposed action, and such representation shall be taken into consideration, before his compulsory retirement is ordered. In all cases of compulsory retirement of enrolled police officers, the Inspector-General of Police shall effect such retirement with the previous approval of the State Government in accordance with the instructions, if any, issued by the Government on the subject from time to time.

(3) The officer, whose duty it would be to fill up the appointment if vacant, shall record his orders on the application to retire, which, if in vernacular, should be accompanied by a translation in English. If the officer who applies for pension, is permitted to retire, the application shall be forwarded with the pension papers (*vide* Article 906 and 930, Civil Service Regulations).

9.19. Wound and other extraordinary pensions and gratuities. - (1) Police Officers of all ranks are eligible for pensions or gratuities or family pensions in compensation for death, wounds, injuries, or disablement from disease, met with or contracted in the performance of or in the consequence of their official duties, or in circumstances directly arising from their official position. The nature and conditions of such grants under varying circumstances, and the procedure to be followed in applying and making recommendations for such grants, are described in Chapter XXXVIII, Civil Service Regulations.

(2) The grant of pensions or gratuities in cases of anarchist outrages will be dealt with under the special powers delegated to Provincial Governments in Government of India, Finance Department, Letter No. 1370-C.S.R., dated the 5th December, 1922, and letter No. 58-V-30-Police, dated the 20th August, 1930.

(3) The pensions or gratuities of special constables or their dependents shall be determined in the light of their private circumstances subject to a fixed maximum. The maximum benefits for such constables and their dependents shall be approximately equivalent to those admissible in respect of Government Servants intentionally killed, or injured, in the performance of their duty although, in making the award, the local Government will take into consideration the private fortune of the special constable, including any provident or family pension fund which accrued to the claimants from non- Government sources [Punjab Government endorsement No. 37233-(Home-Police), dated Ist December, 1931, on Government of India, Finance Department letter No. 2853-R II, dated 16th November, 1931].

9.20. The Compassionate Fund. - (1) The Provincial Government maintains a Compassionate Fund for the relief of families of Government servants left in indigent circumstances through the premature death of the person upon whom they depended for support. The fund is not intended to supplement other provision in the form of pensions and gratuities. Grants are restricted to exceptional and thoroughly deserving cases. Gratuities, and not pensions, are granted, and except in very exceptional circumstances, the equivalent of six months pay of the deceased is the maximum admissible. Yearly grants may be made for a limited period to defray the expenses of educating children. Relief from the fund is ordinarily confined to the familites of non-gazetted officers, and preference is given to cases of men on low rates of pay. The deceased officer must have been a meritorious Government servant and preference will generally be given to the dependents of an officer who has died after many years of service and has just failed to draw pension. Death due to special devotion to duty establishes a strong claim.

(2) Applications for the grant of compassionate gratuities should ordinarily be made within six months of deaths. They should invariably be accompanied by the descriptive-roll in duplicate (on separate sheets) of the applicants, as the case may be, in Form 9.20(2) duly attested by two or more persons of respectability in the town or village in which the applicant or applicants reside.

Note :- The full rules of the fund are published with letter No. 22376-F of 4th August, 1926, from the Secretary to Government. Punjab, Finance Department to all Heads of Departments and Deputy Commissioners.

9.21. Pension applications of gazetted officers. - Pension applications of gazetted officers are prepared in the Central Police Office and checked by the Accountant General. Claims of officers of the All-India service will be entered in Civil Service Regulation Form 26 and those of Provincial Service in Civil Service Regulation Form 25.

9.22. Pension applications of enrolled officers. - (1) Before the retirement or discharge of an enrolled police officer, his left hand thumb and finger impressions shall be

taken in the character roll and service book (if not already taken), on Civil Service Regulations Form 25 and in duplicate in Form 9.22(1). In the case of literate officers a specimen signature in duplicate attested by a gazetted officer shall be attached to the pension application.

Note :- To compel an officer after discharge to present himself for such or similar purposes is not lawful.

(2) Applications for wound and other extraordinary pensions should be prepared in Civil Service Regulation Forms 25 and 26 in the case of officers injured, and in Civil Service Regulations Form 22 in the case of deceased officers.

(3) Applications for all others pensions or for gratuity on behalf of enrolled police officers should be on Form 9.22(3); if necessary a last pay certificate should also be prepared (*Vide* Article 910).

9.23. Matters to be noted in pension applications. - (1) In the preparation of applications for pension and gratuities, attention shall be paid to the following matters :-

(1) Page 1 of Civil Service Regulations Form 25:

(a) acting allowance should be excluded from the calculations of the average emoluments, unless the conditions laid down in Article 486(h), Civil Service Regulations, have been fulfilled.

(b) In the latter case, it should be stated on page 2 of the application (i) whether the appointment was fully vacant; (ii) whether any one else counted service in it for that period; and (iii) how the original vacancy occurred, if the applicant acted in a chain of arrangements,

(c) Fractions of an anna shall not be taken into account in calculating any pension admissible under the rules.

(d) The date entered against serial number 18 and that given at the foot of this page should tally.

(e) Proper names should be written in block capitals.

(2) Page 2 (History of service):

(a) The examples of Civil Service Regulations Form 24 should be followed; the name of district being given in column 2.

(b) A full and clear statement of the entire service of the police officer, on whose behalf the application is made, shall be entered, and the cause of all breaks in service fully explained - (Articles 411, 419, 420 and 421, Civil Service Regulations).

(c) Broken periods of a month should be calculated on the number of days in the month; to make the total of such periods agree with the total period of service, the total number of days may either be divided by a month of 30 or 31 days, or the provisions of Article 18, Civil Service Regulations, should be applied.

(d) The period of each rate of pay should be show separately.

(3) Page 3 - (a) The certificate regarding character, conduct, etc., should be in accordance with Article 911, Civil Service Regulations. Character shall be assessed for classification in accordance with rule 14.12(2). No extracts from character rolls may be inserted in any application for pension or gratuity.

(b) If service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper - [Article 470(b), Civil Service Regulations].

(c) An explanation of any suspension which has not been treated as a period spent on duty (Rule 54, Punjab Financial Handbook No. 2, Volume I) should be furnished.

Note :- Every application for pension shall includes a certificate to the following effect -

"I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

If the applicant has already received a gratuity, or is in receipt of a pension, the certificate shall be modified to show the nature and amount of such gratuity or pension, the period of service in respect of which it is paid and by whom it is paid.

9.24. Avoidance of delay in submission of pension papers. - Delay in the submission of applications for pension causes great hardship to the officers concerned. Submission of pension papers should not be delayed pending recovery of monies due. Officers should state prominently that a recovery is due, and leave Government to direct the recovery from the pension.

9.25. Submission of pension application. - The application should be forwarded with a covering letter to :-

(a) The Deputy Inspector-General, in case of wound and other extraordinary pensions, who will forward it through the Inspector-General for the orders of Government.

(b) The Inspector-General, in cases of police officers drawing pay of Rs. 45 and under.

(c) The Accountant-General in all other cases.

9.26. Anticipatory pensions. - When the Accountant-General sends a memorandum of services verified by him of police officers on pay exceeding Rs. 40 per mensem, he sends with it a form and certain directions required under Article 925, Civil Service Regulations. If the applicant is willing to receive pension in anticipation of sanction, the form should be filled in, signed and submitted in accordance with the directions.

9.27. Sanction of pension. - (1) A claim to a pension by a police officer on pay not exceeding Rs. 40 per mensem, only for the period of continuous and verified service in the force in which at the time of his application he is serving, may, if admissible under the strict letter of the rules, be allowed by the Inspector-General and reported to the Accountant-General with the necessary particulars for identification.

(2) In the case of all other enrolled police officers, i.e., officers on pay exceeding Rs. 40, and those on pay not exceeding Rs. 40 whose services have not been continuous in the force in which at the time of application they are serving, the pension papers shall be first submitted to the Accountant-General for a report on the claim to pension, and on receipt of his report final orders will be passed :-

(a) by the Inspector-General in cases of inspectors and officers on pay not exceeding Rs. 40 per mensem.

(b) by Deputy Inspectors General, in cases of upper subordinates other than inspectors.

(3) When a pension has been sanctioned, the application together with all connected papers, will be returned to the Accountant-General for issue of a payment order, and the sanctioning order will be forwarded to the Superintendent for delivery to the pensioner (*vide* Article 326, Civil Account Code, Volume II and Articles 939 to 943, Civil Service Regulations). In the case of officers on pay not exceeding Rs. 40 per mensem, only the application with (a) the original request of the applicant for pension; (b) the last pay certificate; (c) the invaliding roll, if any; and (d) thumb and finger impression slips in

duplicate, will be returned to the Accountant-General, and the character roll will be sent to the Superintendent.

(4) All letters to the Accountant-General conveying sanction to the grant of a pension shall be in Form 9.27(4).

(5) In cases where the pension is payable from a treasury outside the Punjab, North-West Frontier or Delhi Province, the sanctioning order with the pension papers shall be forwarded to the Accountant-General, Punjab, for check, and transmission to the Accountant-General of the Province concerned or the other authority, competent to order payment.

9.28. Conversion rate. - Pensions payable out of India are convertible at the rate of 1*s*. 9*d*. to the rupee.

9.29. Condonation of interruptions and deficiencies in service. - (1) The Inspector-General of Police is empowered to condone all interruptions in the service of inspectors, Deputy Inspectors-General in the service of other upper subordinates and Superintendents of Police in the service of lower subordinates. Condonation of breaks of service and admission of military service to count for police pension rules are conditioned by rules 9.2, 9.3 and 12.24.

(2) The authority competent to sanction the pension of an officer may condone a deficiency of three months in qualifying service, while the Government of India and local Government may similarly condone a deficiency not exceeding twelve months, - *vide* Article 423, Civil Service Regulations.

(3) All officers sanctioning pensions are empowered to order recovery of overpayments of leave allowances, when this is recommended by the Accounts Department. Cases in which the officer sanctioning the pension does not agree with the Accountant-General in considering that recovery should be made, should be referred to the Inspector-General. The disposal of such references should not interfere with the sanction and payment of a pension otherwise admissible under the rules. It is undesirable that an officer should be kept out of his pension in regard to which there is no doubt, because its enhancement depends on the consideration and reference to higher authority of some concessions claimed.

(4) Every pension and gratuity sanctioned for an enrolled police officer, whether by departmental officers, Government or the Secretary of State, will be notified in the English edition of the *Police Gazette*.

9.30. Withdrawal of General Provident Fund Money. - The following information shall be supplied to the Audit Office to permit of the prompt payment of General Provident Fund balances due to officers who have left the force on pension or otherwise :-

(a) The number of the General Provident Fund Account as assigned by the Audit Office.

(b) The actual date of retirement of the subscriber.

(c) A certificate from the sanctioning authority referred to in rule 20(1) of the General Provident Fund Rules stating whether any advance from the fund was granted to the subscriber during the previous 12 months and giving full particulars of the advance if any.

(d) The amount of the last fund deduction, with the number and date of the treasury voucher from which it was deducted.

(e) The name of the treasury at which payment of the Provident Fund money is desired.

(f) In case of leave preparatory to retirement, whether the officer desires to withdraw the deposit before the actual date of his retirement in terms of rule 11 of the General Provident Fund Rules; if so (1) the date of commencement of leave, (2) the date on which he will actually retire, (3) whether he retires under a superannuation rule, a retiring rule or on a medical certificate of incapacity for further service. In the last case the date of the medical certificate should also be stated, (4) in case of officers proceeding to England on leave preparatory to retirement, whether they desire to receive payment through their agents in India or by means of sterling bills in England.

9.31. Withholding Pensions. - It is within the competence of the Provincial Government to withhold or withdraw the pension of any retired police officer, who participates in any seditious or violent agitation, or is convicted of a serious crime, or is guilty of misconduct within the meaning of Article 351 of the Civil Service Regulations.

9.32. Commutation of pensions. - (1) The regulations governing the procedure for the commutation of pensions circulated with the endorsements of the Inspector- General, Nos. 900-S./18-9-31-A and 5963-B/18-9-31-A, dated respectively, the 12th August, and 30th November, 1931, which must be followed closely, supersede all previous rules and departmental orders on the same subject. Printed copies of the application form, appended to the regulations may be obtained, as required, by indent on the Superintendent, Government Printing, Punjab.

(2) The lump sum payable on commutation shall be calculated in accordance with the tables of present values, circulated, with the correspondence ending with the Inspector-General's endorsement No. 3362-B/18-9-31-A, dated 11th June, 1931, or such revised tables as may from time to time be issued.

9.33. Miscellaneous matters. - When police officers have been superannuated, retired or invalided and their cases have been settled by proper authority, such decision is final.

Explanation - Nothing in this rule shall be held to bar the re- enrolment of a police officer who has been invalided, but who has subsequently recovered his health and is certified by proper medical authority as fit to serve - (Article 519, Civil Service Regulations).

9.34. Procedure when a police officer becomes a lunatic. - If it appears to the Superintendent that a police officer serving under his orders has become a lunatic, he shall take measures to have him invalided in the manner provided by this chapter.

9.35. List of pensioners. - (1) Superintendents will, from time to time, receive from Deputy Commissioners the necessary particulars of new pensioners of their districts, and shall forward extracts therefrom to officers incharge of police stations, giving them the names and particulars of all such pensioners residing within their station jurisdiction. Supplementary extracts shall be forwarded on receipt of intimation from Deputy Commissioner.

(2) Officers in charge of police stations shall keep a list of civil and police pensioners residing in their jurisdiction. Such lists shall be pasted on boards and hung up in the offices rooms of the police stations.

(3) Headmen of villages and village watchmen shall be informed of the names of civil and police pensioners residing in their villages, and shall be instructed, when making reports of death, to distinguish the death of all such pensioners. On receipt of a report of the death of a civil or police pensioner the officer in charge of the police station shall, in ad-

dition to the ordinary death report submit a special report, giving the particulars and date of such death, to the Superintendent to whom he is subordinate, for transmission without delay to the Deputy Commissioner.

FORM NO. 9.10(a)

POLICE __________ DEPARTMENT

FORM OF LETTER TO CIVIL SURGEON

19

____

From

Superintendent of Police,

____

To

The Civil Surgeon,

____

Dated --------------------- } No. __________
Received -----------------

SIR,

I have the honour to request that you will please give your opinion in the enclosed form whether __________ should be invalided.

2. __________ has served Government for __________ years and __________ months, and his age is recorded as __________ years and __________ months. His hospital sheet is enclosed for persual and return.

I have, etc.,

Superintendent of Police.

(REVERSE)

POLICE DEPARTMENT

19

From

The Civil Surgeon,

____

To

The Superintendent of Police,

Dated --------------------- } No. __________
Received -----------------

SIR,

In reply to your letter No. __________ of __________ I am of opinion that __________ should be invalided, on the ground that (here state disease, etc.)

2. His incapacity for service does not* appear to have been caused wholly or partially by his irregular or intemperate habits.

3. (Gratuitant only) - I consider that he has (not) clearly the normal prospects of life.

I have, etc.,

Civil Surgeon.

*This word to be erased when the incapacity is so caused.

FORM NO. 9.10(b)

POLICE DEPARTMENT ____________ DISTRICT

INVALIDING ROLL

Proceedings of an Invaliding Board assembled to report, under Article 442, Civil Service Regulations, 5th Edition, on the individual named below :-

1. Certified that __________ have carefully examined __________ son of____________, a ____________ No. __________ in the Police Department.

2. His age is by his own statement __________ years, and by appearance about __________ years, __________ consider __________ to be completely and permanently incapacitated for further service ———*of any kind*——— in consequence or in the *or in the department which he belongs* department to which he belongs __________ of _ _ _ _ _ _ _ _ _ _ _ _____ ____ .

3. His incapacity does not appear to have been caused by irregular or intemperate habits.

Note :- If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made. But no service of a less laborious character is available in the Police.

4. __________ of opinion that __________ is fit for further service of a less laborious character than that which he has been doing, or may, after resting for__________ months, be fit for further service of a less laborious character than that which has been doing.

Dated --------------------- } ________________________________
-----------------------19 - } Surgeon in Medical charge of Police.

------------------------------ } President of invaliding Committee
------------------------------ }
------------------------------ } Members of invaliding Committee

Thumb-impressions to be taken by the Examining Medical Officer or Board.

Left Thumb	Left Forefinger	Left Middle Finger	Left Ring Finger	Left Little Finger.

FORM NO. 9.13

POLICE DEPARTMENT __________ DISTRICT

NOMINAL ROLL OF ENROLLED POLICE OFFICERS UNDER ORDERS TO APPEAR BEFORE THE $\frac{\textit{STANDING MEDICAL BOARD AT}}{\textit{INVALIDING COMMITTEE AT}}$

1	2	3	4	5	6	7	8
Serial No.	Name	Father's Name	Recorded date of birh by Christian era	Employment (State rank and designation)	Length of Service counting for pension or gratuity	Amount of pension or gratuity to which the person is supposed to be entitled	REMARKS
					Yrs. M.D.	Rs. A.P.	

Dated --------------------- }
The ---------------------19 } ____________ Superintendant of Police.

FORM NO. 9.17(1) A.

POLICE DEPARTMENT ____________ DISTRICT

PERMANENT AGE REGISTER SHOWING THE NAMES OF LOWER SUBORDINATES (HEAD CONSTABLES AND CONSTABLES) WHO HAVE ATTAINED THE AGE OF 53 OR MORE.

1	2	3	4	5	6					7	8
Serial No.	Constabulary No.	Name	Rank and grade	Date of attaining the age of 55 years	DATE TO WHICH EXTENSION HAS PREVIOUSLY BEEN GRANTED BY THE SUPERINTENDENT OF POLICE					Order of Superintendent of Police	Remarks (State length of service qualifying for pension)
					Extensions						
					1st	2nd	3rd	4th	5th		

FORM NO. 9.17(1)B.

POLICE DEPARTMENT DISTRICT.

PERMANENT AGE REGISTER SHOWING THE NAMES OF UPPER SUBORDINATES (INSPECTORS, SUB-INSPECTORS, ASSISTANT SUB-INSPECTORS AND SERGEANTS WHO HAVE ATTAINED THE AGE OF 53 OR MORE

1	2	3	4	5	6					7	8	9	10	11
Serial No.	Provincial or Range No.	Name	Rank and grade	Date of attaining the age of 55 years	DATE TO WHICH EXTENSION HAS PREVIOUSLY BEEN GRANTED BY THE INSPECTOR-GENERAL/DEPUTY INSPECTOR-GENERAL					Grounds for recommending extensions or retirement from service	Opinion of District Magistrate	Orders of remarks by the Deputy Inspector-General	Orders by the Inspector General of Police	Remarks (State length of service qualifying for pension)
					Extensions									
					1st	2nd	3rd	4th	5th					

FORM NO. 9.20(2)

POLICE DEPARTMENT ______________________ DISTRICT

DESCRIPTIVE ROLL

Descriptive roll of Mussammat ________________________

widow of the late ________________________________

*No.*__________ *of the* __________ *District*

(1) Name

(2) Race

(3) Residence

(4) Father's name and residence

(5) Height

(6) Age

(7) Colour

(8) Personal marks, if any, on the hand, face, etc.

(9) Place of payment (Government Treasury or Sub-Treasury)

Signature or right hand thumb and finger impressions :-

Small finger Ring finger Middle finger

( ) ( ) ( )

Index finger Thumb

( ) ( )

FORM NO. 9.22(1)

POLICE DEPARTMENT DISTRICT

THUMB AND FINGER IMPRESSION SLIP

1	2	3	4	5
Left thumb	Left forefinger	Left Middle finger	Left ring finger	Left lettle finger

Thumb and finger impression slip of ___________ late ________, No, _______

Taken before ---------------------------------- }

Name and designation------------------------ }

On the ____________________of _________________19 .

Signature

FORM NO. 9.22(3)

POLICE DEPARTMENT __________ DISTRICT

Application for _______________ for _____________ No. ____________ grade ______ of the _______________ Police

1. Name of applicant				
2. Father's name				
3. Race, sect. and caste	Village __________ Thana __________ District __________			
4. Residence				
5. Present or last employment, including name of establishment	Years _______ Months ____________ Days ___________			
6. Date of beginning of service				
7. Date of ending of service				
8. Length of service, including interruptions				
	Years	Months	Days	Space for thumb and finger impressions
of which { Superior ..				
of which { Inferior ..				
of which { Non-qualifying and interruptions				Left thumb
9. Class of pension or gratuity applied for and cause of application*				Index finger
10. (Average) emoluments or pay				
11. Proposed pension				Middle finger
12. Proposed gratuity				
13. Date from which pension is to commence				
14. Place of payment				Ring finger
15. Date of applicant's birth by Christian era**				
16. Height				
17. Marks				Little finger
18. Date				

*If the application is for a Compensation, Pension or gratuity, the nature of the change of establishment which has given rise to the claim should be fully stated

**If not known exactly, must be stated on the best information or estimate

----

Dated ---------------- 19 .

Superintendent of Police

APPLICATION FOR PENSION OR GRATUITY

HISTORY OF SERVICE (SHOWING INTERRUPTION) OF ______________ GRADE

1	2	3	4	5	6	7	8	9	10	11
Establishment	Appointment	Pay	Acting allowance	Date of beginning	Date of ending	Period reckoned as Service	Period not reckoned as Service	Remarks	How verified	Remarks by the Audit Officer
						Y.M.D.	Y.M.D.			
				Total period of superior service						

REMARKS BY HEAD OF OFFICE	
1. As to character and past conduct of applicant [*See* Article 911(a), C.S.R.]	
2. Explanation of any suspension or degradation	
3. Regarding any gratuity or pension already received by applicant	
4. Explanation under Article 427 so far as the head of the office can give it	*Superintendent of Police*
5. Any other remarks	
6. Specific opinion of head of office, whether the service claimed is established and should be admitted or not [See Article 911 (b).]	

CERTIFICATE AND REPORT OF THE AUDIT OFFICER

Certified that (subject to the remarks below recorded) qualifying service in __________ grade has been duly proved for __________ years, __________ months, __________ days; and that __________ not exceeding Rs. __________ is admissible under Article __________ of the Civil Service Regulations. The calculations have been duly verified __________. The __________ is chargeable to __________

LAHORE :

Dated _______ 19

Audit Officer

FORM NO. 9.22(3) - *concluded*

ORDER BY INSPECTOR-GENERAL OF POLICE

A *Superannuation / Retiring / Invalid* pension of Rs. ______________________

______________________ only, per mensem, is sanctioned for Constable/Headconstable of the _______ District, payable from the Treasury at ____ with effect from the _____ of _______ 19.

The medical certificate granted by the Civil Surgeon _____ is accepted under Article 442(d) of the Civil Service Regulations.

Dated _______ 19

Assistant Inspector-General,
for Inspector-General of Police,
Punjab.

POLICE ____________19 ______________________ DEPARTMENT

DISTRICT

APPLICATION FOR PENSION OR GRATUITY

FOR ______________________

______________________GRADE

Date of application	
Name of applicant	
Last appointment held	
Class of pension or gratuity	
Amount of pension sanctioned	
Amount of gratuity sanctioned	
Date of commencement	
Date of sanction	

FORM NO. 9.27(4)

POLICE 19 DEPARTMENT

Head : Pension ______________	From
File No. ____________________	
Letter No. __________________	To
Date ____________________ 19	THE ACCOUNTANT-GENERAL
	Punjab

SIR,

With reference to your letter No. __________ , dated __________ I have the honour to inform you that I have sanctioned the grant of a pension (Superannuation, Invalid, Retiring) of Rs. _______________ per mensem to the officers, and with effect from the dates, ______________________ shown in the subjoined table, I have examined the *CharacterRoll / Character Roll* and *Personal file* of this officer and have satisfied myself with reference to Ar-

ticle 470(b), Civil Service Regulations, that the pension should be *admitted in full/reduced from* Rs. __________ to Rs. __________ per mensem.

2. The grant is subject to revision and should the amount now granted be afterwards found to be in excess of that to which entitled under the Regulation refunds will be demanded.

3. The pension application with connected papers (as noted on reverse/below) are forwarded herewith for issue of necessary orders of payment.

1	2	3	4	5	6	7	8
Provincial range or Constabulary No.	Name	Rank	Amount	Date from which payable	Treasury from which payable	Scale elected	Age
							Y.M.D.

I have, etc.

Assistant Inspector-General

*fo*r Inspector-General of Police, Punjab

ENCLOSURES

1. Application for pension.
2. Applicant's petition in writing applying for pension.
3. Last pay Certificate.
4. Invaliding Certificate.
5. Thumb and finger impression slip.
6. Specimen signature in duplicate.
7. Certificate regarding non-receipt of pension or gratuity.
8. Certificate regarding leave.

CHAPTER 10

Accounts

This chapter is divided into eight parts

I. - General Scope,

II. - Income,

III. - Payments,

IV. - Cash Book,

V. - Salary and allowances,

VI. - Contingent Charges,

VII. - Travelling Allowance, and

VIII. - Miscellaneous.

PART I

GENERAL SCOPE

10.1. Authority for and scope of the chapter. - *(a)* The rules in this chapter are founded on the Fundamental Rules, Civil Accounts Code, Punjab Budget Manual, Punjab Treasury Manual, and Punjab Financial Handbooks. The portions of these volumes, which bear on the keeping of police department accounts, have been quoted, consolidated or adapted to terms of the usage of the department in sufficient fullness to make the chapter an adequate guide to all police officers and clerks in the normal maintenance and check of accounts and receipt and expenditure of Government funds. The original authorities are, however, available in all administrative and district offices, and familiarity with them is required of gazetted officers and clerks of English offices and pay branches; for detailed inspections and in cases of uncertainty the original authorities should always be referred to.

(b) The orders in this chapter do not affect money and property in criminal case, the instructions regarding which are contained in rule 27.17 *et seq.*

10.2. Responsibility of heads of offices. - The following table shows the collecting and disbursing officers under the various minor and sub- heads of the Receipt major head "XXIII-Police" and the Expenditure major head "29- Police" as specified in appendix D of the Punjab Budget Manual :

Major head	Minor head	Collecting Officer	Disbursing Officer
1	2	3	4
XXIII-Police	1. Fees, fines and forfeitures	Superintendent of Police	..
	2 Miscellaneous		
	(i) Police Lands receipts	Superintendent of Police	..

	(ii) Miscellaneous	Superintendent of Police Principal, Police Training School, Phillaur, and Assistant Inspector-General, Government Railway Police	..
	3. Collection of payments for services rendered		
	(i) Fees for students from States admitted to the Police Training School, Phillaur	Principal, Police Training School, Phillaur	..
	(ii) Contribution from Indian States towards the Finger Print Bureau	Superintendent of Police incharge Finger Print Bureau	..
	(iii) Leave salary contribution of Officers lent on foreign service	Inspector-General of Police	..
	(iv) Contribution for passage of Government servants lent to other Government	Accountant-General	..
	(v) Contribution towards passage of Government servants lent on foreign service	Ditto	..
	(vi) Recoveries of contributions towards horse, saddlery and uniform allowances of officers lent on foreign service	Accountant-General ..	..
	(vii) Refunds allowed by the military authorities on account of Ordnance Stores returned to Arsenals	Superintendents of Police	..
	(viii) Receipts on account of additional Police employed under Sections 13, 14 and 15 of Police Act V of 1861:-		
	(a) Police supplied to Public Departments (Police Rule 10.23)	Superintendents of Police and Assistant Inspector-General, Government Railway Police	
	(b) Police supplied to privatepersons (Police Rule 10.21)		
	(c) Police quartered in disturbed or dangerous areas (Police Rule 10.24)	District Magistrate	..
	4. Recoveries of over-payments	Inspector-General, Deputy Inspector- General, Assistant Inspector-General, Government Railway Police, Principal, Police Training School, Phillaur, Superintendent of Police and Superintendent in charge, Finger Print Bureau	..
XIII - Police *concld.*	5. Deduct Refunds	..	The Collecting Officers shown against the minor heads 1 to 6 above are disbursing officers under the head
29 - Police	1. Superintendence	..	Inspector-General of Police and Deputy Inspectors-General of Police for their own Offices.

	2. District Executive Force		
	(i) District Police Force	..	1. Superintendents of Police 2. Inspector-General of Police in respect of the units (1) Tranction of prison vans (2) Purchase of typewriters (3) Purchase of tents (4) Purchase of bicycles the grants under which are kept in reserve with him. Also for the reserves under the units "Clothing" and "Equipment"
	(ii) Police employed under sections 13, 14 and 15 of Police Act, V of 1861 ..		Ditto
	(iii) Other Police ..		Ditto
29 - Police *concld.*	3. Police Training School	..	Principal of the Police Training School. The Principal is also a Disbursing Officer for the minor heads "District Executive Force", "Railway Police"and "Criminal Investigation Department"in respect of the Police Officers and men under training at the School.
	4. Railway Police, Northern Railway	..	Assistant Inspector-General, Government Railway Police
	5. Criminal Investigation Department	..	Deputy Inspector-General of Police, Criminal Investigation Department, Superintendent incharge of the Finger Print Bureau in respect of the grant for the staff of Bureau
	6. Cattle-pounds	..	Deputy Commissioners
	7. Miscellaneous -		
	Other items ..	..	Superintendent of Police Principal, Police Training School, Deputy Inspectors General of Police, Inspector General of Police

Note I :- Under Article 13(G) of Civil Accounts Code, Volume I. - These officers are personally responsible for the strict observance of correct procedure in regard to the disposal of all money, which is required to be received or disbursed through their offices and for the maintenance of accounts. Subject to the approval of the Deputy Inspector-General, a Superintendent of Police may delegate the duty of supervising accounts to a specified gazetted officer. When such a delegation is made, the treasury officer should be informed officially that the officer has been authorised to sign bills, cheques, etc.; a specimen of his signature being furnished to the treasury. Such delegations do not relieve Superintendents of their ultimate responsibilities as collecting and disbursing officers.

10.3. Definitions. - The technical terms in this chapter are used in the sense in which they are defined in the Accounts Manuals referred to in rule 10.1(a). Those definitions should be understood by all gazetted officers, clerks and accountants. Only a few such definitions a knowledge of which is required by officers to whom the manuals are not accessible, are reproduced here :

(a) *General definitions*

Average pay means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs, which necessitates the calculation of average :

Provided that in the case of a Government servant deputed out of India who draws pay as laid down in rule 51*(a)* of Punjab Financial Handbook No. 2. Volume I, his average pay shall be assumed to be the full pay which he would have drawn if on duty in India. [Rule 9(2), Punjab Financial Handbook No. 2, Volume I].

Compensatory allowance means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance. A compensatory allowance is not taken into account in calculating pension, or leave salary for periods exceeding four months. [Rule 9(5), Punjab Financial Handbook No. 2, Volume I, Article 488, Civil Service Regulations and Rule 14.2., Subsidiary Rules].

Special pay means an addition, of the nature of pay, to the emoluments of a post or of a Government servant, granted in consideration of -

(a) the specially arduous nature of the duties; or

(b) a specific addition to the work or responsibility; or

(c) the unhealthiness of the locality in which the work is performed. [Rule 9(25), Fundamental Rules].

Special pay is taken into account in calculating pension and leave salary [Article 486 *(j)*, Civil Service Regulations and Rule 9.21*(a)(ii)* read with rule 87, Fundamental Rules].

Subsistence grant means a monthly grant made to a Government servant, who is not in receipt of pay or leave salary. [Rule 9(27) of the Fundamental Rules].

(b) *Definitions specially applicable to travelling allowance.*

Actual travelling expenses means the actual cost of transporting a Government servant with his servants and personal luggage, including charges for ferry and other tolls, and for carriage of camp equipment, if necessary. It does not include charges for hotels, travellers' bungalows, of refreshments, or for the carriage of stores or conveyance, or for presents to coachmen and the like; or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants. (Rule 1.1, T.A. Rules.)

Camp equipment means tents and the requisites for pitching and furnishing them, or, where tents are not carried, such articles of camp furniture as it may be necessary in the interests of the public service for a Government servant to take with him on tour. (Rule 1.5, T.A. Rules.)

Chief public office means -

At the headquarters of a district - The court of the Deputy Commissioner.

At a cantonment. - The station Church.

At an outpost or tahsil. - The court of the officer incharge of the outpost or tahsil.

At all other places. - The police station, or, if there be no police station, the post office or, if there be no post office, the point designated by competent authority. (Rule 1.6, T.A. Rules.)

Day means a calendar day, beginning and ending at midnight; but the period occupied

by a journey which begins and ends at headquarters and which does not exceed twenty-four hours shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends. (Rule 1.8, T.A. Rules).

Family means a Government servant's wife, legitimate and step children residing with and wholly dependant upon him. Except in Appendix 10.121*(b)* it includes in addition his parents, sisters, and minor brothers, if residing with, and wholly dependant upon him. Not more than one wife is included in a family for the purpose of these rules. (Rule 1.9, T.A. Rules).

Inferior service in the police department includes all constables - in respect of travelling allowance only as, their service is in other respects "superior" - and non-enrolled menials such as khalasis, gardeners, chaprasis, bhishties and sweepers. (Serial No. 16 of Appendix A, Subsidiary Rules.)

Holiday means either a holiday prescribed under the Negotiable Instruments Act or a day on which offices, or a particular office, are ordered by Gazette notification to be closed without reserve or qualification. (Rule 1.17, T.A. Rules.)

10.4. Responsibility of drawing and countersigning officers. - The following Articles from the Civil Account Code are reproduced for guidance of police officers as to the responsibilities attaching to the signature and counter- signature of bills. The rules relate specially to contingent expenditure, but the principles apply to official expenditure generally.

(a) Every public officer should exercise the same vigilance in respect to petty contingent expenses as a person of ordinary prudence would exercise in spending his own money. The drawing officer is further responsible for seeing that the rules regarding the preparation of vouchers are observed, that the money is either required for immediate disbursement or has already been paid from the permanent advance, that the expenditure is within the available appropriation, and that all steps have been taken with a view to obtain an additional appropriation, if the original appropriation has either been exceeded or is likely to be exceeded, and that in the case of contract contingencies the proposed expenditure does not cause any excess over the contract grant. (Article 91, Civil Account Code, Volume I.)

(b) It is the duty of a countersigning officer to see that the charges made in a contingent bill are of obvious necessity, and are at fair and reasonable rates; that previous sanction for any item requiring it is attached; that the requisite vouchers are all received and in order, and that the calculations are correct; and specially that the grants have not been exceeded or are not likely to be exceeded, and that the Accountant-General is informed either by a note on the bill or otherwise of the reason for any excess over the monthly proportion of the appropriation. If the expenditure be progressing too rapidly, he should communicate with the disbursing officer, and insist on its being checked. (Article 92, Civil Account Code, Volume I.)

10.5. Control and check on progress of expenditure. - To facilitate a check on the progress of expenditure by the Deputy Inspector-General of Police, the Inspector-General of Police and the Accountant General, a series of returns has been prescribed, for which the necessary "B.M." forms are obtainable as "universal forms" in the manner prescribed in rule 11.43. The procedure detailed in paragraph 14.5. of the Punjab Budget Manual is summarized as follows :-

Disbursing officers are required to maintain for all expenditure, registers in form B.M. 29. In these registers the accounts classification shall be shown according to the headings of the form, and the allotment under each unit shall be entered in red ink at the top of each column. A small slip form B.M. 28 (Bill Extract) is required to be attached to each bill

(other than pay bills) and is returned with the cash or cheque by the treasury officer. The amount of each bill, with the number of treasury voucher as shown in the Bill Extract, shall be entered under the appropriate heads in Form B.M. 29. At the end of each month the expenditure shall be totalled and the unexpended balance under each unit entered in red ink at the head of the ensuing month's account. On the 3rd of each month disbursing officers shall submit to their controlling officer and the Inspector-General of Police a copy of their B.M. 29 account for the preceding month, with the form B.M. 28 in original and an abstract of the form B.M. 31 in respect of both the general cash account and the additional police account. A copy of the abstract in B.M. form the should also be sent to the Deputy Inspector-General.

Controlling officers are required to follow the above procedure for expenditure incurred directly by them, and also to maintain registers in form B.M. 30, in which the returns received from disbursing officers shall be entered to enable them to effect control over progress of expenditure. They should compare the entries of B.M. 29 accounts received from disbursing officers with schedules (B.M. 28) received from treasury officers which show the payments made by them. The Inspector-General of Police is required to consolidate all returns in form B.M. 31 and send it, with the original statements from which his return had been compiled, to the Accountant-General, so as to reach him by the 20th of the month following that to which the accounts related. Discrepancies are then reconciled by the Inspector-General, and the Accountant General and corrections are notified to controlling and disbursing officers.

Disbursing officers are also required to submit not later than the 3rd of each month to the controlling officer and the Inspector-General of Police a departmental return in form 10.5, showing under each primary and secondary unit of the allotment, expenditure incurred during, and the balance available at the end of the preceding month both for the general cash account and the additional Police account. This is necessary to enable the latter officers to effect control and watch the progress of expenditure under each primary and secondary unit.

The above procedure is additional to the detailed accounts of contingent expenditure prescribed in Rule 10.110.

10.6. Pages of registers to be numbered. - The pages of all account registers shall be numbered, and a gazetted officer shall certify on the inside of the cover of each register the number of pages which it contains. Instructions regarding the upkeep of registers and preparation of bills, etc., have, where necessary, been given as foot-notes on the specimen forms of the registers, etc., concerned.

10.7. Accountant. - (1) In each district, in the Police Training School, Criminal Investigation Department and Railway Police, an accountant shall be appointed, who shall be primarily responsible for the accuracy of the accounts and for the safe and proper custody of all monies, stamps, vouchers and other papers committed to his charges. His work mainly consists of keeping accounts; the less he performs the duties of a cashier the better. In the office of the Inspector-General and of each of the range Deputy Inspectors- General the duties assigned to the accountant shall be performed by the clerk appointed for this purpose, under the direct and detailed supervision, in the former office, of the branch head assistant and superintendent and, in the latter office, of the head clerk.

(2) Every accountant shall furnish security which shall be proportionate to the strength of the district establishment and shall be fixed at the rate of Rs. 100 for each hundred men or part of a hundred men (upper and lower subordinates combined). The amount of security to be furnished by the Assistant Accountant will be fixed at the discretion of the Superintendent. Security deposits, whether made in cash or in one of the security forms specified below, shall be covered by a bond or agreement (in Public Works Department

forms Buildings and Roads Stereo Nos. 83 and 84 suitably adapted) setting forth the conditions under which the security is held and may be ultimately refunded or appropriated.

If the officer is not able to furnish the amount of cash in a lump sum it may be deducted from his pay in instalments. Or, as an alternative to cash security, he may be permitted, if he so desires, to take out a fidelity policy involving the payment of a small monthly premium. By such a policy Government can get a much larger security, but the officer concerned loses to the extent of the premium paid. Security can also be taken in any of the following forms :-

(a) Government Securities other than Post Office - 5 years cash certificates	Under the rules in Chapter VIII of the Government Securities Manual issued by the Controller of the Currency.
(b) Municipal Debentures and Port Trust Bonds	
(c) Post Office- 5 years cash certificates	Under the rules for Cash Certificate and Savings Bank Accounts issued by the Post Office.
(d) Post Office Savings Bank Pass Books.	
(e) Deposit Receipts of any bank, provided that the authority demanding the security decides that the bank concerned is a reputable firm engaged in regular banking business	The depositor should be required to get the receipts made out in the name of the pledgee. The receipt should be sent for safe custody to the district treasury with instructions to permit the depositor to draw interest when it falls due.

10.8. Erasures and corrections. - (1) Erasures and overwritings in any account register, bill, schedule or cash book are strictly prohibited. If any correction is necessary the incorrect entry should be cancelled neatly in red ink and the correct entry inserted, the correction being initialled by the officer responsible for signing the bill or checking the register. This rule applies to all account records, not only to those maintained in English. (Article 30, Civil Account Code, Volume I.)

(2) All corrections and alterations in a voucher shall be attested by the initials of the person signing the voucher or of the officer making the payment.

10.9. Claims for payment of arrears. - Claims to arrears of pay or allowances or increments, which have been allowed to remain in abeyance for a period exceeding one year, cannot be investigated by the Accountant-General, except under special orders obtained from the authority competent to appoint the officers by whom the claim is made. The investigation of claims which are more than three years old can only be sanctioned under the orders of the Local Government. The period of three years will ordinarily be counted from the date the claim was due. Where, however, orders under which the claim has arisen have been passed by competent authority some time after the lapse of the period to which the claim relates, the period of three years should run from the date of the orders of that authority. No claim not preferred within six months of its becoming due can be paid by a treasury officer without the sanction of the Accountant-General, but this rule does not apply to claims of Rs. 5 and less, which are preferred within one year of their becoming due. [Civil Account Code, Volume I, Article 8(b) and (c)].

PART II

INCOME

Receipt of money

10.10. Responsibility. - It is the duty of gazetted officers to see that all income claimable is claimed, realised and paid into the treasury. It is not optional with them to waive

a demand for payment which is necessary by law or rule. They should carefully bear in mind that collections must not, on any account whatever, be left out of the treasury, but should be paid in on the actual date of receipt, funds to meet authorised charges connected with such collections being drawn separately from the treasury on a proper voucher.

The appropriation of departmental income to departmental expenditure is strictly prohibited. (Article 1, Civil Account Code, Volume I.)

10.11. Money to be lodged in the treasury. - All transactions to which any officer of Government is a party in his official capacity must, without reservation, be brought to account, and all money received shall be lodged in full in the Government treasury to be credited to its appropriate account, or shall be kept in the police cash chest : provided that permanent advances may remain in the hands of officers to whom they are distributed and sums received for immediate disbursement on account of duly authorised orders for payment may be kept in the custody of the disbursing officers for such short period as may be necessary to secure the attendance of the payee. If such attendance cannot be secured within a reasonable time, the sum concerned should be refunded to the treasury and drawn again later when required. (Article 1, Civil Account Code, Volume I.)

10.12. Cash Chests. - Police cash chests shall be marked as such, and shall be kept in the single lock room of the treasury. They are intended for the safe custody of the cash box, which may, under the authority of the Superintendent, be removed on working days from the treasury to the police office, and, if so removed, shall be returned to the treasury before business is closed for the day. Both the cash chest and cash box shall have two outside locks, the keys of one lock to be kept by the Accountant and of the other by the Superintendent, or, in his absence, by the officer delegated with authority under rule 10.2.

A memorandum showing the receipt, expenditure and balance of money in the cash box shall be kept in it in form 10.12. When any money is placed in or drawn from the cash box, an entry to this effect shall be made immediately. The officer holding the keys of the second lock for the time being shall check the cash chest account on every working day that the chest is removed from the treasury, and certify that he has done so, initialling at the same time any fresh entry made during the day.

10.13. Safe custody of sums received when office is closed. - (1) When money sent to headquarters from a police station cannot be immediately disbursed or put into the cash chest, the person bringing the amount shall make it over, together with the documents pertaining to it, to the Lines Officer, who shall deposit them in the iron safe, embedded in the verandah of the Quarter Guard room, under the view of the sentry, until such time as the money can be brought to account. The Lines Officer shall at once give a regular receipt to the person depositing the money, and shall make an entry regarding its receipt in the Lines cash book and diary, and shall thereafter be responsible for sending it together with the papers to the accountant. The road certificate, however, shall be retained and pasted in the Lines receipt book. A regular receipt for the amount shall then be obtained by the Lines Officer from the police office and filed with the road certificate.

(2) Money received on behalf of Government from individuals or other offices on holidays, or after the closing of the treasury for business, shall similarly be deposited in the Lines safe, after being entered, if possible, in the receipt side of the general cash book. The Lines Officer shall act in respect of such sums as described in sub-rule (1).

(3) Cheques and remittance transfer receipts, which have not been endorsed and are awaiting disposal, shall be kept by the Accountant with his permanent advance. This permanent advance shall be kept in a separate locked box in the Lines safe at all times when the office is closed.

10.14. Receipt Books. - (1) Each Superintendent, Deputy Inspector-General, the Assistant Inspector-General, Government Railway Police, and the Inspector-General shall keep a printed receipt book, the pages of which shall have printed serial numbers, in Form No. 10.14(1), the office copy being made by the carbon copying process. For every sum of money credited to the accounts in the office a receipt shall be given over the signature of a gazetted officer or an inspector in the district office, by the head clerk in the range office and by the Superintendent in the Central Police office, to the person from whom money is received for credit to Government or on account of rewards : provided that, if money is recovered from any subordinate police officer by means of deductions from his salary in an acquittance roll, a receipt need not be issued.

(2) The officer signing the receipt must compare the entries with the cash book and initial the entry or entries in the latter. In preparing these receipts the instructions contained in Article 13(c) of the Civil Account Code should be followed.

(3) All police officers who collect and remit money shall forthwith give to the tenderer of such money a receipt in the prescribed form, and, when they credit such money to Government account either in a sub-treasury or by making cash remittance to headquarters, they must obtain a receipt either in the form issued by the treasury or in this form. For the purposes of this rule, the Lines Officer, the prosecuting Inspector at headquarters, the prosecuting sub-inspector at sub-divisions and all officers in charge of police stations will be supplied with a book of receipt forms, after the formalities required by sub-rule (5) below have been complied with.

(4) A road certificate is an invoice and not a receipt for this purpose. Road certificates shall be pasted in the receipt book in the place of the receipts issued from headquarters, and the corresponding receipts shall be pasted in place of the road certificate in the register of the place of issue. Reference shall be given in treasury receipts [rule 10.19(2)] to the annual serial number of the receipt issued in form No. 10.14(1).

(5) Before bringing a receipt book into use the accountant shall check the sequence of the numbers printed on each receipt, and mark each with the office stamp, but in the case of receipts issued from police lines, police stations or offices of prosecuting inspectors or sub-inspectors they shall also be marked with the seal of the respective office. Any discrepancies shall be brought to the notice of gazetted officer who shall note the fact in the book.

(6) Blank books whether in English or in vernacular shall be kept under lock and key by the head clerk, and a register shall be maintained by him regarding their issue.

10.15. Receipt of Money Orders or cash by post. - (1) Postal receipts for money orders shall be signed only by a gazetted officer or by an inspector in the district office, by the Head Clerk in the range office and by the Superintendent in the Central Police Office, after the amount has been entered in the cash book and the entry initialled. The amount and name of the remitter shall be inserted in the coupon if it has not already been noted by the remitter.

(2) Currency notes or postage stamps received through the post in payment of Government dues shall be entered immediately in the general cash book and the entry initialled by a gazetted officer, head clerk or Superintendent, Central Police Officer, in token that he has seen and signed the receipt. The precautions laid down for the handling of postal matter containing such remittances are contained in rule 11.23.

(3) As the Postal Department obtains receipts for payment made by it on its own forms, it is unnecessary to issue receipts in Form 10.14(1) in such cases. In order that, for purposes of check, there may be a receipt in Form 10.14(1) to correspond with each item of money received, a form will nevertheless be made out, but the duplicate will not be torn off and issued, and when, as in the case of money orders, a coupon remains in the hands

of the payee, such coupon will be pasted on to the form. A similar procedure shall be followed in the case of sums received from other departments of Government, which take receipts from payees in their own forms.

10.16. Specimen signatures. - When a gazetted officer makes over charge of his office to another, a facsimile of the relieving officer's signature shall be sent to the treasury officer. Specimen signatures of gazetted officers, inspectors, head clerks in the range offices and the Superintendent in the Central Police Office should be supplied to the Post Office. The Postal Department should be requested not to accept the signature on money orders, etc., of any officers other than those whose specimen signatures have been supplied.

10.17. Road certificates. - All sums of money sent from one police office or station to another shall invariably be accompanied by a road certificate in Form 10.17, the office copy being made by the carbon copying process. The words "Entered in cash book" shall be written by the accountant in column 7 of the road certificate, after the amount has been so entered and the entry initialled by a gazetted officer, inspector, head clerk or Superintendent, Central Police Office. Road Certificates shall also be used for obtaining an acknowledgement of the receipt of money sent to police stations for disbursement, when such remittance cannot be made otherwise than by hand.

10.18. Refunds. - Sums required to be withdrawn on account of miscredit or for refund to the person paying the amount shall be drawn in accordance with the orders in Articles 113 and 114 of the Civil Account Code. Such refunds require the sanction of the Deputy Inspector-General or his countersignature.

10.19. Credits into treasuries. - (1) Payments of money into a treasury shall be accompanied by a chalan (Treasury Form, obtainable from the treasury) showing the nature of the payment and on whose account it is made. Chalans shall ordinarily be in duplicate. One copy will be returned after being signed by the treasury officer if the payment is of Rs. 500 or over, and otherwise by the accountant and the treasurer. When payment is made for Tehsildari letters of credit or cash orders one copy of the chalan will suffice. When sums are sent to the treasury for credit to police income or the General Police Fund the name of the sub-head or sub-heads shall be noted in the chalan. (Article 5, Civil Account Code, Volume I.)

(2) In order to avoid the remittance of money by hand, sums received at police stations for credit to Government may be paid into sub-treasuries on receipt of orders in each case from the Superintendent. The tahsil receipt shall be submitted to the Superintendent, who will credit the amount in his cash book. All such treasury receipts shall be pasted into a file book to be called the file of treasury receipts, and shall be serially numbered for the financial year, references being given as required by rule 10.14(4).

10.20. Chanda Fund Register. - (1) The Superintendents of those districts in which mounted police are posted, shall keep up a Chanda Fund subscription register in form 10.20(1). The amount of each subscription shall be entered each month as it is received.

(2) At the time of drawing salaries, or at the end of the month, the columns shall be totalled. All three foils of this chalan shall be signed by the treasury officials concerned who will retain one, the other two being returned to the officer paying in the money. One of these shall be kept in the Superintendent's office on the file of treasury receipts as a receipt for the remittance, and the other shall be sent to the office of the Inspector- General. In the case of all other districts the amount of recoveries made from pay bills or in cash shall be retained till they amount to Rs. 25, when they will be remitted to the Inspector-

General of Police direct by a Remittance Transfer Receipt to be obtained from the Treasury under Article 169 C.A. Code, Volume I.

10.21. Charges for Additional Police. - Superintendents shall bill parties and corporate bodies supplied with additional police month by month in advance. Such bills shall be prepared in form 10.21, and shall receive an annual serial number. Office copies shall be kept.

If the duty be likely to last less than a month, the cost for the entire period such police are likely to be employed shall be recovered. Additional police shall not be supplied until the advance payment required by this rule has been received.

10.22. Scale of charges. - (1) Except in cases where special scales have been fixed, charges shall be made for additional police during the time they are employed, according to the specimen scales and instructions contained in Appendix 10.22(1).

(2) The following points are to be noted in connection with the calculation of charges:-

(i) The hutting charges shall be calculated so as to include not only the actual rent paid for the quarters occupied by the police but also the cost of such repairs, white-washing and petty alterations to the buildings, as fall to the responsibility of the tenant according to the terms of the lease.

(ii) For periods of less than 12 months, annual charges for clothing and equipment will be levied on the following scale :-

Less than one month	No charges
From 1 to 3 months	¼ charges
From 3 to 6 months	½ charges
From 9 to 12 months	Full charges.

(iii) Initial charges [*See* Appendix 10.22(1)] shall only be made when extra police are entertained, and such charges shall be at full rates. Charges calculated on the basis of annual charges and including conveyance allowances, contingencies, leave and pensionary charges shall be made in all cases, even if extra police are not actually enlisted.

(iv) In those cases (for instance, guards supplied to the Imperial Bank of India) in which a fixed number of additional police are supplied throughout the year and the accounts are adjusted monthly, the charges for clothing, equipment and rewards shall be calculated at one- twelfth of the annual rates.

(v) When the duty for which additional police are provided involves travelling, the actual amounts disbursed from the contingent grant (carriage of constabulary and travelling allowance) on account of such journeys shall be recovered from the party to whom the police have been supplied; provided that expenses incurred in consequence of routine transfers ordered in the interests of the general police administration shall not be so charged.

(vi) The amount of pension contribution, which is shown as a separate item in the statement of cost of additional Police posts, should at the time of recovery be credited direct to the Head "XLIV - Receipts-in-aid of Superannuation - Pension contribution for police supplied to public departments, private individuals, etc.", in the treasury.

(vii) The sum realised as pay of a contingency reserve of constables will be utilised for the entertainment of such reserve on the scale of one- sixth of the number of constables provided.

10.23. Charges for additional police supplied to departments or officers of Government. - The charges for additional police supplied to departments or officers of

Government when permission to raise extra men is given by the local Government shall be in accordance with the above rules except that no charges shall be made for pension.

(2) The salaries and expenses of extra police officers so employed and supplied shall be recovered as follows :-

(a) When the duty lasts for one year or less, - by bills on account of salaries and contingent charges submitted to the officers or departments concerned for adjustment by book transfer - [*vide* rule 2.13(3)].

(b) When the duty lasts for more than one year and when the procedure is sanctioned by the Inspector General - by inclusion of the amounts in the salary and contingent bills of the regular establishment. In the latter case the inter-departmental adjustment is made in the books of the Accountant-General.

10.24. Charges to be made for additional police located in disturbed or dangerous areas. - In applications for the location of additional police under section 15 of Act V of 1861, the cost shall be calculated in accordance with rule 10.22. The rates prescribed by Appendix 10.22(1) make no mention of charges of superintendence, the provision of trained men in place of recruits, armament and interest charges during the period of recovery of the cost. They are, however, so calculated as to include provision for these items, but as they cannot be assessed with exactitude the resulting total is to be regarded as a lump sum figure and rounded to the nearest hundred rupees. The cost of housing, whether on account of rent or the erection of suitable quarters, shall be included, unless a suitable building in the communal ownership of the persons to be charged with the cost of the post is placed at the disposal of the Police Department. In the latter case only such charges shall be made as is necessary to meet the cost of putting the building into a fit state for Police occupation.

10.25. ***Deleted.***

10.26. Recoveries on account of additional police in disturbed and dangerous areas. - (1) The responsibility for recovering the cost of additional Police located in disturbed or dangerous areas, under section 15 of Act V of 1861, rests with the District Magistrate. Realisations are generally made half- yearly in advance, with the land revenue instalments. The collections should in all cases be credited into the treasury under the heads "XLIV-Receipts-in- aid of Superannuation - Pension contribution for Police supplied to public departments, private individuals, etc.," and "XXIII - Police - Collection of payments for services rendered - Receipts on account of additional Police under sections 13, 14 and 15 of Police Act V of 1861", intimation of the amount so credited into the treasury on each account being sent at the same time to the Superintendent of Police for inclusion in the accounts he is required to keep under rule 10.27.

(2) The cost of additional police supplied to private persons and departments or officers of Government recovered by Superintendents of Police under 10.21 and 10.23 should likewise be credited into the treasury under the heads mentioned above.

10.27. General Police Fund Cash Book and Ledger. - (1) Each Superintendent of Police shall keep a cash book in Form No. 10.27(1)*(a)* in which all receipts and disbursements pertaining to additional police shall be entered. The pay, allowances and contingent charges of the additional police shall be drawn in the same form on which charges of regular police are drawn and shall then be shown in lump sums on both sides of the general cash book (in column headed "Additional Police Account"), a reference to the cash book for Additional Police Accounts being made on the disbursement side. For the correct preparation, checking, signing and encashment of bills for additional police, the precedure prescribed in Part V of this Chapter shall be observed. Similarly, all re-

ceipts on account of additional police, supplied under sections 13, 14 and 15, Act V of 1861, whether collected and credited into the treasury by the District Magistrate or collected in cash by the Superintendent of Police under rule 10.26, shall also be shown in lump sums in the column headed "Additional Police Account" of the general cash book on both the credit and debit sides, as well as on the receipt side of the additional Police account cash book.

(2) Each Superintendent shall keep a General Police Fund Ledger in Form No. 10.27(2), in which receipts and disbursements on account of additional police shall be distributed separately for each post or body of additional police. The ledger will show the Superintendent exactly how much of the amounts realised for each such post and body of additional police for which extra men have been raised is still available for disbursement. Separate pages shall be assigned for each post or body of police.

(3) On the 5th of each month a monthly return of receipts and expenditure of the additional police shall be prepared in Form 10.27(3) and submitted to the Inspector-General.

(4) Monthly accounts submitted by Superintendents of Police shall be centralized by the Inspector-General of Police in an additional Police Account Central Ledger. This ledger shall show by districts (1) amount payable or recoverable, (2) realisations by the District Magistrates, (3) disbursements from the fund, and (4) the total figures for the whole province under rule 10.26, and sub-rules (2) and (3) above.

10.28. Return of Income. - On the first day of each month each Superintendent shall submit to the Inspector-General a return in Form 10.28 showing the estimated and actual collections under each head of revenue for which he is responsible. These returns are checked in the Inspector-General's office with copies received from the Accountant-General of the treasury returns of income actually credited. It is essential, therefore, that the returns from police offices should be prepared independently and not in collaboration with the treasury clerks. Heads of offices, head clerks and accountants should be guided by chapter 13, Punjab Budget Manual, in the preparation and supervision of these returns. Amounts which have been adjusted by book transfer shall be shown in the return but a detail shall be given in the last column showing cash and transfer credits, separately. Refunds shall be deducted by a note made to that effect in the last column of the return.

10.29. Book Transfer. - The adjustment by book transfer of charges recoverable for credit to police income will be made by means of bills prepared in duplicate in form 10.21. The officer to whom the bill is sent will return one copy duly countersigned. On receipt of this countersigned bill the amount will be brought to account as a credit.

10.30. Security. - Deposits of cash by way of security received by gazetted officers in their public capacity shall be paid into the Government Savings Bank without delay, a separate savings bank account being opened for each case of security. Interest accruing on such deposits shall be payable to the persons furnishing the security when the deposit is finally returned to them or the purpose for which security was required ceasing to be operative.

10.31. Heads of Income. - (1) Appendix (1) details the different classes of police income which should be credited on realization to the heads shown in columns 2, 3 and 4 thereof, and corresponds with Appendix D of the Punjab Budget Manual.

Each major head of income in the accounts of Government has a serial number prefixed to it in Roman characters to distinguish it from heads of expenditure which are numbered in Arabic figures thus :-

XXIII - "Police" is a major head of General Revenues. "29 - Police" is a major head of Expenditure.

The general revenue which a department of Government collects is called "Departmental Revenue".

(2) The major heads other than XXIII - Police to which police income (or departmental revenue) may be credited are :-

XLIV - Receipts in Aid of Superannuation.

XLV - Stationery and Printing.

XLVI - Miscellaneous.

XXXVI - Miscellaneous Departments.

Police income is also credited to the following funds, of which separate accounts are kept in treasuries :-

Police Deposit	(1) Clothing. (2) Equipment. (3) Estates.

(Subsidiary to XXIII - Police).

Police Land Fund (a minor head of XXIII - Police).

Chanda Funds (a Local Fund).

Note :- The major head "XLVI - Miscellaneous" or "XXXVI - Miscellaneous" should not be confused with the minor head "Miscellaneous" under major head "XXIII-Police".

PART III

PAYMENT FROM TREASURIES.

10.32. Affixing of stamps. - (1) A stamp is required to be affixed on receipts for all sums exceeding Rs. 20 except such as are exempted (Article 11, Civil Account Code, Volume 1) and item 53(d) of Schedule A of the Indian Stamp Act (Act 11 of 1899). In all cases stamps must be affixed by payees on acquittance rolls, whether for pay or travelling allowance, when the sum to be received exceeds Rs. 20. Police Chanda and Deposit Fund cheques need not be stamped. (Section 5, Indian Finance Act, 1927).

(2) The stamp should be defaced by the signature, seal or left thumb- impression of the payee, a part of such signature, etc., being on the stamp and a part on the voucher. Where a thumb impression is the only receipt of payment a clear impression should also be taken on a clear space of the voucher.

(3) Where receipts are demanded in duplicate in accordance with any law or Government order, only one need be stamped. Ordinarily not more than one receipt shall be issued. (Article 16, Civil Account Code).

10.33. Vouchers. - (1) Detailed instructions for the preparation of vouchers are contained in Article 13, Civil Account Code, Except where other forms are prescribed by these rules or other official orders, Form 10.33(1) shall be used. The orders regarding delegation of authority to sign vouchers for payments made to the head of an office are as given in rule 10.2, that is to say, the delegation must be specific to a particular gazetted officer, whose specimen signature must be furnished to the treasury. Vouchers for cash payments shall be endorsed by the officer in whose presence they were made, who, in the case of payments made at headquarters, shall be of rank not lower than inspector. It is essential that, unless there are special reasons to prevent it, the signature should be obtained on vouchers of the person to whom payment is actually due, and not merely that of the person through whom disbursement is made.

(2) In cases where receipts cannot be obtained (as in charges for railway tickets, etc.), or where a reward is paid to a person whose name it is necessary to keep secret an acknowledgement from the person [through whom the money is paid may be substituted. (Article 104(3), Civil Account Code, Volume I].

(3) In cases where money is remitted by money order, the payee's receipt need not be taken on a voucher or acquittance roll. The Post Office receipt and the payee's acknowledgment should be attached, on receipt, to the voucher acquittance roll concerned.

(4) Covers or labels of parcels, etc., bearing the Post Office stamp of postage due should be kept as receipt vouchers. Postal receipts for parcels, receipts for railway freights, and covers or labels of value-payable articles should be endorsed, under the signature of the officer paying the amount, with the particulars of the payment made and the accounts classification according to which the payment is to be debited.

(5) Receipts may be obtained in a single form from one or more payees, provided the amounts are payable from one major head, and provided, that receipts for items exceeding Rs. 25 shall be on vouchers separate from those for sums of and below that sum.

(6) Receipts for allowances to menials attached to police lock-ups are chargeable to a different major head from other police expenditure, so must be taken on separate vouchers. For convenience of departmental accounts, vouchers for the following classes of expenditure should also be kept separate :-

(a) Police Deposit.

(b) Additional Police Account.

(c) Contingencies, divided as described in rule 10.110.

(d) Chanda Fund.

In all cases particulars must be given, in the space on the form for "head of appropriation chargeable", of the distribution of the payment, which is to be made in the accounts.

10.34. Cancellation of vouchers. - All vouchers whether required to be submitted to the Audit Office or to be filed in the office from which the payment is made shall be cancelled with a suitable rubber stamp.

10.35. File book of vouchers. - (1) Vouchers shall be filed in skeleton books of suitable size as follows :-

A. - General Cash Account and Police Deposit vouchers. - To contain vouchers of sums detailed in the cash book.

B. - Additional Police Account vouchers.

C. - Travelling Allowance Acquittance Rolls.

D. - Contingencies. - For all vouchers for contingent expenditure other than that of Additional Police which should be filed in book B, the file shall be divided according to the primary units of contingent expenditure detailed in Appendix 10.111. Separate files shall be kept for each month.

(2) Vouchers relating to files A, B and C will be numbered serially for the financial year and those in file D will be given a monthly number.

10.36. Duplicate receipt bills and cheques. - (1) If an original receipt is alleged to have been lost a duplicate may not be issued. A certificate may be issued to the effect that on a certain day a specified sum was received from or paid to a certain person for credit, or debit, to a certain account.

(2) In cases of loss of bills, cheques, etc., duplicates may be issued after it had been as-

certained from the treasury concerned that payment has not been made on the original. In such cases the word "duplicate" should be clearly endorsed in red ink. (Article 16, Civil Account Code, Volume I).

10.37. Authority required before expenditure is incurred. - Before any public money can be spent by the head of an office in his capacity as disbursing officer he must be in possession of sanction for the expenditure and of intimation of appropriation of funds, in both cases by a competent authority. If either of these necessary authorities is lacking, the case should be referred back for orders. Responsibility for overcharges arising out of neglect of this rule lies primarily with the drawer of the bill by which such overcharge was contracted. (Articles 17 and 86, Civil Account Code, Volume I).

10.38. Audit objections and recoveries. - (1) The earliest attention should be given to all objections received from the Audit Office, whether direct or through the treasury officer. Original objections received through the treasury should be returned with the explanation called for on the day of receipt or following day.

(2) Orders of retrenchment are issued by the Accountant-General to treasury officers, who are bond to make the retrenchment ordered and are forbidden to enter into correspondence on the subject. Such orders must, therefore, be complied with, protest being made, if necessary, within not more than three months, through the departmental superior of the officer retrenched. Retrenchment will ordinarily be made by deduction from the next pay or travelling allowance bill presented by the officer concerned. Payment in cash may be demanded if no such bill is presented within a month. Unless there is held to have been a definite breach of orders, or lack of justification in taking the excess, recoveries will be at a rate not exceeding one-third of pay. Advances shall not be made from the Police Deposit or similar funds to meet retrenchments, but a Superintendent or Deputy Inspector-General may apply direct to the Accountant-General for permission to leave the amount under objection until it can be adjusted under proper authority, or until it can be recovered from the officer concerned. (Article 20, Civil Account Code, Volume I).

(3) Recovery should ordinarily be effected from officers of the amount of any overpayment made to them, if objection is raised within twelve months by the Audit office. Account officers are required not to demand recovery of payments erroneously made unless the amount has been challenged within twelve months.

(4) Original objections and retrenchment orders and their replies, or copies thereof, shall unless the point questioned was merely a technical one, such as the incorrect filling up of a form, be attached.

10.39. Cheques drawn on treasuries. - (1) All withdrawals from the Police Deposit account shall be made by cheques on forms supplied in books and obtainable, on payment, from the Central Publication Branch, Calcutta. A memorandum shall be entered on the counterfoil of each cheque, stating the balance to credit, the sum drawn by the cheque, with either a short statement of the nature of the disbursement for which the money is required or the distinguishing letter of the sub-head concerned, and the resultant balance after deducting the sum drawn by the cheque. At the foot of each cheque shall be noted the sum included in it debitable to each of the following heads, or to each or so many of them as may be included in it :-

Clothing, or Equipment Fund.

(2) Every cheque in favour of a Government officer shall be made payable to "order" only, but when the payee is not a Government servant the cheque may, at his request, be made payable to "bearer". (Article 26, Civil Account Code, Volume I).

(3) When a public officer sends a cheque to a treasury not for cash payment but for

credit of its value in the treasury he must before signing the receipt, add the words "Received payment by transfer credit to........" Omission to do this facilitates misappropriation of money. [Article 26*(b)*(2), Civil Account Code, Volume I].

(4) Money due from the Police Deposit Account to firms of contractors and to others residing at headquarters of districts should, whenever possible, be paid by means of crossed cheques to their order, their receipts being obtained as soon as possible.

(5) Cheques for payments of any kind to the Northern Railway shall be made payable to the Examiner of Railway Accounts and not to Station Masters.

(6) When the amount of a cheque is to be disbursed to several officers, and has consequently to be inserted in the cash distribution register (rule 10.42) the cheque should be made payable to "Self" and should be endorsed as follows in token of receipt by the drawing officer :-

By. R.T.R. -- -- Rs.

By Cash -- --

Total --- ---

The accountant shall maintain a cheque memorandum book in form 10.39(6) to facilitate the preparation of cheques.

(7) Officers drawing or cashing cheques should observe the precautions described in Article 23, Civil Account Code.

10.40. Disbursements. - (1) No money other than regular salaries and allowances shall be disbursed in any police office except on the authority of an order for payment duly entered in the order book (Police rule 14.54).

Note :- For the purposes of this rule an Office order book shall be maintained in the Office of the Inspector-General and of Deputy Inspector-General.

(2) The disbursing agency in districts shall be as follows for all payments on behalf of Government :-

(a) *The Lines Officer*. - to police officers at headquarters (i.e. officers in the lines, office, guards hospital, orderlies, absentees residing at headquarters, but excluding headquarters police stations and outposts subordinate thereto), and to traders, contractors and other creditors, who can conveniently be called to the lines to receive payments.

(b) *Officers in charge of police stations*. - to officers attached to their stations including all posts subordinate to such stations; to absentees and heirs of deceased police officers residing in their jurisdictions, and to traders, contractors and others residing in their jurisdictions.

(c) *Superintendents of other districts*. - to payees in their districts subject to the conditions in rule 10.41.

(d) *The Accountant*. - to officers on leave who elect to receive their salaries by money order, - vide rule 10.92.

The instructions regarding the disbursement of pay are contained in Police rule 14.53.

(3) Notwithstanding the above orders, payment for articles purchased for Government use shall be made either through the officer making such purchase or through the officer nearest to whom the payee resides, whichever is most convenient.

10.41. Methods of remittance. - Remittance for disbursement shall be made as follows :-

(a) to the Lines Officer - in cash, by cash orders or in the form of cheques (see rule 10.39) for delivery to payees;

(b) to officers in charge of police stations-by cash order or letter of credit, or, in cases where cash remittance cannot be avoided, by cash under invoice of a road certificate or, in such cases when special sanction is accorded by Government, by insured letter. [*See* rule 10.46*(vi)*].

(c) to officers of other departments or to other police offices by cheque, bank draft, remittance transfer receipt or money order, subject to the following conditions:-

(i) remittance transfer receipts may be obtained between places at either of which there is no branch of the Imperial Bank of India; in other cases Imperial Bank drafts marked "Government Account" will be issued;

(ii) remittance transfer receipts (or Imperial Bank drafts) for sums of not less than Rs. 25 may be sent to Superintendents of Police of other districts on account of the pay and allowances of policemen deputed on duty beyond the limits of the district in which their pay has to be drawn.

(iii) the remittance of pay, allowances, contingent charges and travelling allowance to establishment serving at certain outlying police stations not at Tahsil headquarters has been approved by Government as a measure of economy, - (*vide* this office circular letter No. 2478-A, dated 24th April, 1935). The following procedure should be observed in making such remittance :-

(1) Money Order forms duly completed shall be attached to the bills to be remitted by money order.

(2) When the bills are presented at the treasury, the Treasury Officer will return the money order forms to the Superintendent of Police with a certificate specifying the amounts which have been credited to the post office by *per contra* book transfer to enable the money orders to be accepted at the Post Office.

(3) An officer to be deputed by the Superintendent of Police shall then present the money orders at the post office, together with the above- mentioned certificate.

(4) The Post Office acknowledgement of the money order form shall be kept in the file of vouchers or acquittance rolls as the case may be, together with the actual payee's receipt when received.

(5) In the event of the actual payee's receipt not being received within a reasonable period enquiries shall be made by the Superintendent of Police from the Post Office. Should the money order remain undisbursed for any cause, the amount refunded should be entered in the cash book maintained by the Superintendent of Police and credited to the Treasury in the usual manner. The Range Auditor when examining the district accounts, should pay particular attention to the correct crediting of the proceeds of all such undisbursed money orders.

(6) Money order commission will be debited to head "Miscellaneous - Contingencies" in accordance with Police Rule 10.46*(v)*, except in the case of men on leave who will be required to pay the money order commission."

(iv) Money Order on account of leave salary should only be sent if cheaper methods of remittance are not possible or if the payee has agreed in ad-

vance to the deduction of amount of the commission from the total of his claim.

(v) Remittance transfer receipts are issued only for *bona fide* public purposes, including payments from police funds borne on the treasury accounts, and pay and allowances under the conditions stated above.

10.42. Distribution Accounts. - (1) The accountant shall maintain the following memoranda of accounts to be disbursed :-

(a) Cash Distribution Register in form 10.42(1) A in English.

(b) Advice Notes, containing details of all sums remitted to subordinate officers in the district in bilingual form 10.14(1)B.

(2) In advice notes he shall enter the details of all sums to be disbursed to or through officers in charge of police station on account of pay, contingencies, travelling allowance, etc. When all sums to be despatched have been entered in the advice notes, the amount shall be entered in the cash distribution register under the appropriate columns and the accountant shall satisfy himself that the total of each column agrees with that of the bill or other demand by means of which the amount will be received or drawn. He shall then note the grand totals in the advice notes and cash distribution register and shall prepare any necessary chalan or applications for remittance transfer receipts.

(3) Advice notes, on return by the officers to whom they were issued, shall be kept in monthly files according to the bills to which they relate, and destroyed after one complete year.

10.43. Signing of Demands. - (1) All bills and other demands with the cash distribution register shall be put before a gazetted officer, who shall satisfy himself before signing that all bills and other demands have been duly entered and shall initial the entries in the appropriate column of the register. When initialling the entries in the Cash Book he shall compare the entries in the Cash Book with those in the Cash Distribution Register in Form 10.42.(1). The Accountant shall also initial the total of each bill in the prescribed column of the register.

(2) If the amount of a demand is to be remitted to a sub-treasury, payable to a single person, it shall be receipted as follows :-

"Received payment by __________ letter of __________ credit on __________ sub-treasury". cash order

(3) On occasions when there is no gazetted officer present at headquarters, only the bills, cheques, and remittance transfer receipts shall be sent to camp for signature after they have first been endorsed "Entered in Cash Distribution Register" in the case of bills and "Entered in Cash book" in the case of cheques and remittance transfer receipts by one of the inspectors present at headquarters who has verified the fact and initialled the entry in the cash book and cash distribution register. In the case of contingent bills the inspector shall initial the entries in the contingent register. These entries will again be initialled by the Superintendent of Police or the gazetted officer specially authorized (rule 10.2) on his return to headquarters after comparison with the registers concerned.

10.44. Bills, Accounts classification to be endorsed on. - All bills presented at the treasury shall have endorsed on them the complete accounts classification as shown in the budget allotment statement. When sums pertaining to more than one unit of expenditure are included in the same bill, the amount under each unit must be specified. [Article 13*(e)*, Civil Account Code, Volume I].

10.45. Presentation of demands. - (1) Pay bills which require to be pre- audited, and

those payable at district treasuries, may be signed and presented for payment two days before the last working day of the month to which they relate. (Article 38, Civil Account Code, Volume I). The entries regarding such bills shall be made at the time of signature in the cash distribution register.

(2) The accountant shall record a memorandum on the demands to be presented to the treasury in the manner shown below :-

(a) By cash orders, - *vide chalan* attached.

(b) By letters of credit, - *vide chalan* attached.

(c) By remittance transfer receipt, - vide application attached.

(d) By money orders __________ excluding/including __________ money order fee.

(e) By credit to Chanda Fund, - *vide chalan* attached.

(f) By credit to XXIII - Police, - *vide chalan* attached.

(g) By credit to XLV - Stationery, - *vide chalan* attached.

(h) By credit to Police Deposit, - *vide chalan* attached.

(i) Cash (for Lines officer) ...

(j) Cash (for Accountant) ...

Total amount of the bill, etc. ----

10.46. Receipt and distribution of pay, etc. - When the bills, cheques, etc., are received from the district treasury duly passed for payment, the following procedure shall be observed :-

(i) The lines officer and officers in charge of Police stations city, Cantonments and *Sadr* (or an officer not below the rank of the head constable deputed by them), accompanied by the accountant, shall proceed to the treasury and receive from him the total sum which is to be drawn in cash for disbursement at headquarters. They shall sign an acknowledgment for this amount in the prescribed column of the cash distribution register, and shall receive at the same time from the accountant all the bills, vouchers and acquittance rolls necessary for the purpose of disbursement. They shall be responsible for conveying the cash so drawn, under adequate safeguards, to the lines and police stations and for its safe custody pending disbursement; and that payment is made in correct amounts and to those individuals only, who are entitled to received such amounts.

(ii) Cash orders and money orders shall be received from the treasury by the accountant, who will be responsible for despatching them to their correct destinations together with the necessary Advice Notes. Cash orders will be sent through the issue branch of the vernacular office, for entry in the despatch register. Letters of credit will be despatched direct by the District Treasury Officers to the Tehsildars concerned in accordance with para 316 of the Sub-Treasury Manual. The treasury officer will, however, send an intimation to the drawing officer showing the number and date of the letter to enable the Accountant to complete the cash distribution register and advice notes.

(iii) In every district according to local conditions a system shall be laid down on a permanent basis by which each police station may obtain and remit money with as little risk and inconvenience as possible, and by which the necessity of utilising special escorts for cash remittances may be minimised. According to

this system cash required by police stations should be drawn by means of letters of credit on the nearest sub-treasury.

(iv) On receipt of an Advice Note the officer to whom it is addressed shall, on the earliest possible occasions, receive the money which he is authorised to draw from the treasury or sub-treasury, personally if possible, and otherwise through a representative specially accredited on each occasion in writing and not lower in rank than a head constable. On receipt of the money drawn from the treasury, the total amount shall be entered in the police station account register No. 20 (rule 22.71) and the money and connected papers shall be placed in the store room pending disbursement.

(v) Special escorts may not be sent in charge of cash, if the salaries of the escorts for the time spent on such duties would exceed the commission to be paid if the sums were sent by money order. In such cases, or where other arrangements are inconvenient or unduly expensive, money may be remitted by money order through the treasury, by means of a "per contra transfer" to the Post Office in the Treasury Account, the commission, if debitable to Government, being charged to miscellaneous contingencies. When money is sent by money order, the connected papers will be forwarded by post. So far as may be possible, however, money shall be received or remitted through escorts proceeding in the required direction with other duties.

(vi) Money received in police stations for credit to Government shall be paid into the nearest sub-treasury on the earliest possible occasion, the treasury receipt being sent at once to the Superintendent of Police. When money received in a police station for disbursement cannot be disbursed within one month owing to the absence of the payee, it shall be returned to headquarters or forwarded to any other police officer who may be in a position to make the disbursement, under invoice of a road certificate.

(vii) The accountant shall not be a disbursing officer except to the extent permitted by clauses *(i)* and *(ii)* above. The accountant will receive cash only in recoupment of his permanent advance or for immediate credit to the treasury or the cash chest account.

(viii) Sums not exceeding a few annas may be remitted by means of postage stamps. Money should not ordinarily be sent in the form of Government Currency Notes by registered or insured posts, except in the special cases in Dera Ghazi Khan. No money shall be drawn from the treasury unless required for immediate disbursement. (Article 88, Civil Account Code, Volume I). Requisitions for letters of credit or cash orders should be made on a *chalan* form - (Treasury Form No. 71 obtainable from the treasury).

10.47. Remittance Transfer Receipts - Miscellaneous particulars. - (1) Applications for remittance transfer receipts shall be made in Treasury Form No. 75 either in exchange for cash, or, for another remittance transfer receipt, or, for bills, cheques, etc.

(2) The procedure to be followed in cases where remittance transfer receipts or bank drafts are lost is contained in Article 177 of the Civil Account Code. In the former case satisfactory evidence of the loss must be furnished to the treasury officer before a duplicate can be obtained; in the latter case the officer who had purchased such draft must take immediate steps to stop payment and should report the case in detail to the Deputy Controller of Currency of the circle concerned.

(3) Indian subordinate police officers are permitted to obtain remittance transfer receipts on the same conditions as Indian Officers and other ranks of the army for remitting money to their families. The conditions and formalities to be observed may be ascertained from treasuries by officers who wish to avail themselves of the concession. [Article 170(3), Civil Accountant Code, Volume I].

PART IV

CASH BOOK

10.48. General Cash Book. - (1) Each Superintendent shall maintain a Cash Book in Form 10.48(1) in which all official account transactions of whatsoever nature they may be, shall be entered as they occur. The Book is intended to permit of a check on all money passing through the office on account of either receipts or payments; the entries should be brief but no item must be allowed to escape being brought into the account. Opposite each entry appropriate references in columns 2 and 3 of the form shall invariably be given.

(2) All sums drawn from the treasury by abstract contingent and travelling allowance bills shall be shown in lump sums on both sides of the cash book, a reference to the contingent and travelling allowance registers and, in the case of travelling allowance, to the numbers of the bills being made on the disbursement side.

(3) Undisbursed salaries of absentees, to be refunded by short drawal in the next pay bills, shall be entered in the cash book, on the credit side of the general cash account, irrespective of whether the amount has been placed in the cash chest or has retained in the hands of the disbursing officer. In the latter case the name of the officer holding the amount shall be noted in the cash book at the time of striking its balance.

(4) A list of the officers or stations holding a permanent advance and the amount so held shall be pasted inside the front Cover of the cash book - (*see* rule 10.108).

10.49. Balancing the cash book. - (1) The cash book shall be written up daily by the accountant and shall be balanced on the last working day of the month or on transfer of the Superintendent or the Accountant, or when specially desired for check purposes.

The balance of the general cash account in the cash book shall represent the cash in the cash chest and in the hands of the accountant or other officer, a detail of which shall be given. Any money advanced from the clothing or equipment funds and pending recovery shall also be detailed.

The head clerk shall check the account when balanced and initial the cash book in token of its correctness. He shall bring to notice any mistake or irregularity in the accounts.

(2) After being inititalled by the head clerk the cash book, with connected papers, shall be laid before the Superintendent or, in his absence, the gazetted officer, nominated under rule 10.2, who shall tally the accounts by cross with the treasury receipts, receipt book, cash distribution and travelling allowance registers, vouchers and vernacular acquittance rolls of travelling allowance and salaries, Police Land and Additional Police Account cash books, Chanda Receipt register and Chanda Fund bills, and shall satisfy himself that all these registers and receipts have been properly prepared. A certificate of the correctness of the cash book in the terms given in the specimen form shall then be entered, and signed by the Superintendent or by the nominated officer carrying out the check; in it shall be quoted the numbers of any vouchers which have not so far reached the officer and a reference to these delayed vouchers shall be included in the next certificate. On transfer, the Superintendent himself shall sign the certificate.

Note :- The specimen entries shown in Form 10.48(1) illustrate the procedure detailed above.

10.50. Subsidiary cash book. - In addition to the general cash book the following subsidiary cash books are maintained :-

(a) Additional Police Account cash book and ledger, kept in accordance with rule 10.27(1), and

(b) Police Land Improvement Fund cash book, in Form 10.50*(b)* showing detail of

the actual receipts and expenditure in respect of police lands administered in accordance with rule 10.164. This fund is balanced yearly and the credit or debit is carried forward. The cash book is a record of the relation between income from and cost of upkeep of lands. The budget allotment, as distributed by Deputy Inspector-General, is not shown in it as a credit, but expenditure is limited to the amount so allotted, irrespective of the income actually collected.

(c) Chanda Fund cash book in Form 10.50*(c)* is maintained in the Central Police Office from information furnished under rule 10.20(2) by districts where subscribers are serving, and checked with the returns furnished monthly by the Accountant-General.

10.51. Supervision. - Rule 10.48 describes the method by which Superintendents and head clerks are required to carry out a formal check of the general cash book, whenever it is balanced. It is, however, inferent, in the general responsibilities of these officers for the control of the work of the accountant, that they should see the general and other cash books, and records relating to them at intervals varying in frequency according to the volume of accounts transactions in different districts, and check all entries made subsequent to their last examination.

10.52. Cash account of disbursing officers. - The Lines Officer, and all officers in charge of police stations, shall keep a cash account of all monies passing through their hands *(a)* for pay, allowances and miscellaneous transactions in Form 10.52*(a)*; *(b)* for permanent advance transactions in Form 10.52*(b)* - (*see* rule 10.108).

10.53. Classification of accounts. - The major head of Police Classification of Accounts expenditure is "29 - Police". Certain expenditure as explained in the rules which follow, is debitable to major head "56 - Stationery and Printing", Vital Statistics", "12-B.- Charges on account of Motor Vehicles Taxation Act - Inspection of Motor Vehicles" and disbursements are made on behalf of Local Funds and major head "28 - Jails."

Expenditure is also required to be incurred as under :-

Police Deposit Fund (Personal deposits under P. Deposits and Advances - Civil Deposits).

Police Land Fund (included in "Other Contingencies" of the minor head "Miscellaneous" under "29 - Police").

Chanda Fund (a Local Fund).

10.54. Police Deposit. - Expenditure from the Clothing and Equipment Funds is regulated by the orders in chapters IV and V. Expenditure not authorised by these chapters requires the sanction of the Inspector-General. Advances may not be taken from these funds to meet contingent expenditure.

10.55. Payments from estates. - (1) Pay, allowances and any other monies due to deceased, lunatic or deserting police officers should be withheld for future payment. If any such sum which has already been drawn remains undisbursed, it should be refunded by short drawal in the next pay bill in the manner laid down in Rule 10.48(3). Payments may be made, on substantiation of claims, up to a limit of Rs. 500. If the estate amounts to more than this sum, the orders of the Inspector-General must be obtained before the excess can be paid (Article 39, Civil Account Code, Volume I).

The widow of a deceased officer is presumed to be his heir, unless another heir had been specially nominated by the deceased. Superintendents are strictly responsible that pay-

ments from estates are not made until both the identity of the claimant and the validity of his or her claim have been verified by all reasonable means.

(2) All money and other property due or belonging to police officers, who have died or deserted, shall, if not claimed within six months, be made over to the District Magistrate for disposal as unclaimed property.

(3) Receipts for payments made under this rule should be taken in form 10.33(1) and not in acquittance rolls.

10.56. Accounts of lunatic police officers. - (1) The accounts of lunatic police officers shall be made up and the balance should be withheld for future payment. Any property belonging to such lunatic shall be taken in charge by the Lines Officer for safe custody. An inventory of such property shall be made over to the accountant to be kept with the account of the estate.

(2) The Superintendent shall report to the principal court of original civil jurisdiction in the district all estates and balance held in deposit on account of lunatic police officers.

(3) If any relative of a lunatic police officer applies for charge of such officer's property, the Superintendent shall either instruct such relative to apply to the court mentioned in sub-rule (2) above, or, after satisfying himself that the applicant is a proper person both by reason of relationship and character to have charge of such lunatic's property, he may make over such property after taking an indemnity bond conditioned in a sum equal to the value of the property so made over : provided that such action is not contrary to any order passed by a competent court under Act IV of 1912.

10.57. Verification of deposit balances. - (1) At the end of each financial year a certificate is sent by the Accountant-General to the head of each police office for verification of the balance of the police deposit account as required by Article 222, Civil Account Code. It should be compared with the cash book and police deposit pass book and, if found correct, should be signed and returned.

(2) A pass book in Form 65 of Civil Account Code, Volume II, should be kept for the Police deposit account. Superintendents of Police shall send the pass book to the treasury officers at least once a month to be balanced. The pass book shall remain in the personal custody of the Superintendent and not with the Accountant.

10.58. Cattle Pounds. - (1) The upkeep pounds, which are in charge of the police, including the provision of locks, ropes, etc., is the responsibility of the local body to whom the revenue of the pound is credited, and all repairs or renewals required shall be reported to such local body. When on account of urgency expenditure from the police permanent advance is necessary recovery shall be made in the manner prescribed in rule 10.109(2).

(2) Local bodies remit money in cash or by cheque to Superintendents for disbursement. They also supply forms of acquittance rolls, etc., in which payees' receipts are taken. Such acquittance rolls, etc., when completed shall be despatched for record to the president of the local body concerned. Registers and forms, etc., for cattle pounds shall be obtained from the local bodies concerned.

(3) All such transactions on behalf of local funds shall be brought to account in the general cash book.

10.59. Chanda. - When expenditure from the Chanda Fund is necessary a bill shall be made out by the Superintendent in Form 10.59 and sent to the Assistant Inspector-General of Police, Punjab, who, after checking the bill will remit the amount by an R.T.R. The

payee's receipt for the money shall be sent to the office of the Inspector-General as soon as disbursement has been made.

10.60. Advances. - Advances may be given to Government servants for the following purposes -

(a) for building or purchasing a house.

(b) for the purchase of a conveyance,

(c) on transfer, first arrival in India or return from leave,

(d) for tour expenses,

(e) for expenses connected with the remittance of treasure,

(f) for law suits to which Government is a party,

(g) to patients proceeding to a Pasteur Institute for anti-rabic treatment,

(h) for payment of passages overseas.

The rules regulating the grant, utilisation and repayment of such advances are contained in chapter IX, Civil Account Code, which must always be referred to before advances under this rule are applied for or granted.

10.61. Charges for Police Lockups. - (1) Blankets, matting, earthen pots and other articles for the use of accused persons confined in, and the allowances paid to sweepers and bhistis for cleaning and supplying water to police station lock-ups are provided on application by the Superintendent of Police and paid for by the Deputy Commissioner, expenditure being chargeable to head "28-Jails".

(2) Locks for, and cost of repairs to, police lock-ups are to be provided by the Police Department and debited to the contingent grant under head "Miscellaneous" or - "Repairs to Buildings".

(3) Proposals for the revision to sweepers' and bhistis' allowances should, when necessary, be submitted to the Deputy Commissioner for the sanction of the Inspector-General of Prisons.

(4) Officers in charge of police stations shall send to headquarters monthly with the acquittance rolls of the Police establishment a statement, showing whether the authorised establishment of lock-up menials has been presented or absent during the whole or part of the month. From these statements the accountant shall prepare a bill in Form 10.61(4) for submission to the Deputy Commissioner, with an endorsement accompanied by a *chalan* showing the amount to be disbursed direct by the sheriff to police stations by cash orders or letters of credit. The sheriff will send an intimation of his having made such disbursement to the police office.

(5) Receipts for allowances for bhistis and sweepers shall be taken in Form 10.33 (1) and sent to the Deputy Commissioner.

10.62. 56-Stationery. - Expenditure for printing at private presses, lithographing and stationery supplied from Central Stores, is debited to the head "56-Stationery".

10.62-A. 47-Miscellaneous Departments (Transferred) - Registration of Vital Statistics. - Expenditure on account of the allowance of Re. 1 per mensem paid to clerks of police stations for the registration of births and deaths is debited to the head "47-Miscellaneous Departments (Transferred) - Registration of Vital Statistics."

PART V

PAY AND ALLOWANCES

10.63. Schedules of pay and allowances. - The rates of pay sanctioned for all ranks and grades in the police department are shown in Appendix 10.63, Table A, and the allowances sanctioned for certain posts, either as special pay or as compensatory allowances other than conveyance and grain compensation allowance are given in rules 10.75 and 10.78, and rates of travelling allowance are shown in Part VII of this chapter.

10.64. Health and age certificates. - A medical certificate of health is required in support of the first claim made for the pay of a person substantively appointed to a permanent post in Government service. Such certificate shall, in all cases of appointments in the police department be in Form 10.64 and shall be signed by the Civil Surgeon of the district in which the appointment is made. In the case of all provincial and subordinate service officers who receive their first permanent appointments in ranks of and above that of sub-inspector, the health certificate shall be attached to the first pay bill. In the case of persons who receive their first appointments in lower subordinate rank the health certificates shall be attached immediately to their character rolls (or, in the case of non-enrolled establishment, service books) and a certificate to the effect appeneded to the standard form of lower subordinates' pay bill. When a lower subordinate is promoted to the rank of assistant sub-inspector, his date of birth or age, according to the health certificate granted on his first appointment to Government service, shall be endorsed on the bill in which his new pay is first drawn.

10.65. Date of reckoning pay and allowances. - (1) An officer begins to draw the pay and allowances of a post when he assumes charge of the duties of that post. If a charge is transferred after noon the transfer does not affect allowances until the next day. (Fundamental Rule 17).

(2) The appointment, transfer, promotion, reduction-leave and discharge from whatever cause of upper subordinates and clerks shall be notified in the *Police Gazette*; a reference to such notification in the pay bill is authority for new or altered charge made in consequence of it.

10.66. Conditions under which Officiating pay may be drawn. - A police officer appointed to officiate in higher rank, or a clerk appointed to officiate in a higher class, shall not draw enhanced pay, unless he is actually called upon to assume duties or responsibilities of greater importance than, or of a different character from, those attaching to his substantive post.

Note :- This rule does not apply to officers of the Indian Imperial Police officiating in the selection grade.

10.67. Pay of officiating Post. - (1) Usually a Government servant is said to officiate, when he is performing the duties of a post on which another Government servant holds a lien but Government is entitled to make an officiating appointment in a vacant post on which no lien is held. [Fundamental Rule 9(19)].

(2) A police officer officiating in a post will, subject to the provisions of Fundamental Rules 30, 26C and 35, draw the presumptive pay of the post, provided that, if the presumptive pay of the permanent post on which he holds a lien or would hold a lien, had his lien not been suspended under rule 13 of Fundamental Rules, should at any time be granted than the presumptive pay of the posts in which he officiates, he will draw the presumptive

pay, of the permanent post. For the definition of "presumptive pay" see rule 9(24) of Fundamental Rules.

(3) An officer officiating in a rank or grade will be entitled to such special pay and compensatory allowances as are authorised for appointments in such rank or grade, only if he actually performs duties or services under conditions for which such pay or allowances are granted.

(4) Special rules regarding rates of officiating pay in certain cases are given in Appendix 10.63, table A.

10.68. Leaving sphere of duty. - (1) Except when acting within his legal powers a police officer is entitled to no pay or allowances for any time he may spend beyond his sphere of duty without proper authority. [Fundamental Rule 9(6)*(b)*].

(2) The orders regulating the grant of permission to police officers to proceed beyond their sphere of duty are contained in rule 10.120.

10.69. Last Pay Certificates. - Last pay certificates of gazetted officers transferred are issued by the treasury officer of the treasury from which the officer last drew pay (Articles 41, 50, 70 Rule I, Civil Account Code, Volume I). In the case of non-gazetted officers combined last pay and charge certificates will be issued by the head of the office (in A and T Form 289). If several men are transferred together from and to the same place, a joint certificate may be issued. Any further information as to dues or recoveries, which may be received after the certificate has been given, should be communicated to the Superintendent of Police of the District to which the officer has been transferred.

10.70. Allowances of officers, suspended or dismissed. - (1) Subsistence allowance at a rate not exceeding one-quarter of his pay may be granted by the authority suspending him to police officer placed under suspension pending enquiry into his alleged misconduct. (Fundamental Rules 43 and 53).

(2) If a police officer under suspension is honourably acquitted of the charges against him, either as a result on the original enquiry or on appeal, the authority conducting the enquiry or accepting the appeal, as the case may be, may grant him the full pay, to which he would have been entitled if he had not been suspended, and, by an order to be separately recorded, any allowance of which he was in receipt prior to being suspended. In cases of acquittal on other grounds the appellate or revising authority has discretion to prescribe the proportion of pay and allowances, which shall be granted.

In cases of honourable acquittal the period of suspension or dismissal will be treated as a period spent on duty. In other cases it will not be treated as a period spent on duty unless the revising or appellate authority so directs. Leave may not be granted to a Government servant under suspension. [Fundamental Rule 54*(a)*, *(b)*].

(3) The grant of allowances under the preceding sub-rules ordinarily requires the prior sanction of Government in the Administrative Department, if extra cost to the State is involved. In cases, however, where it does not exceed Rs. 500, and where the period during which the Government servant has remained unemployed through suspension or dismissal does not exceed six months, the excess expenditure may be admitted on the sanction of the suspending authority, or the revising or appellate authority as the case may be. (Finance Department letter No. 20314 Fin-Genl., dated the 2nd August 1933).

(4) The pay and allowances of a police officer, who is dismissed from service, cease from the date of such dismissal.

10.71. Honoraria. - No police officer may accept any reward, fee or honorarium, other

than rewards authorised under these rules, without the sanction of the Inspector-General. The conditions governing such sanctions are contained in Punjab Financial Handbook No. 2, Volume II, Chapter 5.

10.72. Compensatory allowances. - Compensatory allowances granted in the police department include :-

Conveyance allowances,
Travelling allowance,
House Rent allowances, } Hill allowances,

Grain compensation allowances, +

and any other allowance granted to meet personal expenditure necessitated by special circumstances in which duty is performed. [Fundamental Rule 9(5)].

10.73. Compensatory allowances during leave or temporary transfer. - (1) During leave on average pay only, and up to a maximum period of four months, a compensatory allowance may be drawn both by the officer performing the duties of the post to which the allowance attaches and by the officer who has proceeded on leave from such post. The same concession is granted in cases of temporary transfer for periods not exceeding four months, provided in both cases that -

(i) the authority sanctioning the leave or transfer, as the case may be, certifies that the police officer is likely to return, on the expiry of his leave or his temporary duty, to the post to which the allowance is attached or to another post carrying a similar allowance, and

(ii) the police officer certifies that he continues to incur the whole, or a considerable part, of the expense to meet which the allowance was, granted. In the latter case it is left to the authority sanctioning the leave or transfer, as the case may be, to decide whether any and if so, how much of the allowance should be reduced. In the case of house-rent allowance this concession is subject to the further conditions referred to in rule 10.76.

A compensatory allowance granted on account of special expensiveness of living during joining time, on transfer from one post to another carrying a similar allowance, may be drawn by an officer in receipt of it provided that if the rates differ in the two posts the lower rate only may be drawn (Punjab Subsidiary Rule 14.2).

(2) For the drawal of compensatory allowance by an officer on leave or transfer from the post to which such allowance is attached, the claim should be submitted with statement of the relevant expenses, to the authority sanctioning the leave or transfer; that authority should then decide, having regard to the provisions of Fundamental Rules 44 and 93 how much of the allowance should be drawn and communicate his decision to the audit officer with a copy of the statement of expenses referred to above (Note 3 to rule 14.2 of Subsidiary Rules).

(3) Controlling officers are responsible for taking steps to prevent conveyance allowance being turned into a source of profit [Vide Punjab Financial Hand Book No. 2 Volume III, Rule 2.10(A)].

(4) During suspension, a compensatory allowance may be granted in accordance with Fundamental Rules 53 and 54.

(5) A police officer, who is in receipt of a conveyance allowance granted for the upkeep

of a motor car or motor cycle, must attach to the travelling allowance bill for a journey by road performed otherwise than by motor car or motor cycle and for which full travelling allowance is claimed, a certificate to the effect that such vehicle has not been used for such journey.

Head Constables and Constables of the mounted police are entitled to draw their horse or camel allowance during joining time and leave of any kind. Inspectors, Sub-Inspectors, Sergeants and Assistant Sub-Inspectors in receipt of horse or pony allowance shall be allowed one month in which to remount themselves, in the event of the death or casting off of their horses or ponies. If they fail to remount themselves within one month, the allowance will lapse from the date on which they ceased to maintain a horse unless the period for remounting is specially extended by the Deputy Inspector-General to two months under rule 7.2. Such officers are entitled to draw their horse allowance during leave and joining time so long as a horse is actually maintained under orders of the Superintendent under whom they are serving.

All officers drawing conveyance allowances shall append one or other of the following two certificates as the case may be, to the bills on which the conveyance allowance is drawn :-

(i) Certified that __________ conveyance for which the conveyance allowance at __________ for __________ has been charged in this bills was actually maintained.

(ii) Certified that the total period from the date on which the means of conveyance ceased to be kept and for which a conveyance allowance has been charged in this or the previous bills does not exceed $\frac{1\ month}{2\ month}$ allowed $\frac{by}{under}$ note to rule 2.14 of the Travelling Allowance Rules

(6) All conveyance allowances, except where specially excepted in rule 10.74 below, are subject to the means of conveyance for which the allowance is granted being actually kept, and a certificate to that effect must be attachment to each bill on which the allowance is drawn (Rule 2.14 of the Punjab Travelling Allowance Rules.)

10.74. Exemption from keeping a horse or pony. - The officers exempted under rule 7.2 from keeping a horse or pony shall or shall not draw conveyance allowance, as may be ordered in the letter sanctioning the exemption.

10.75. Schedule of conveyance, horse or pony allowances. - The following Table shows officers who are entitled to conveyance allowances, and the amounts of, and conditions attaching to, such allowances.

1	2	3	4		5
Serial No.	Class of Officers	Nature of allowance	RATE SANCTIONED		REMARKS
			Scale I Rs. per mensem	Scale II Rs. per mensem	
			Rs. A.P.	Rs. A.P.	
1.	Superintendent of Police Amritsar	Motor car allowance	..	75 0 0	
2.	Headquaters Deputy Superintendent of Police, Amritsar.	Motor Cycl.e allowance	..	30 0 0	On condition that allowance will be reduced by Re. 1 a day when the Deputy Superintendent of Police goes on tour beyond a radious of 5 miles from his headquarters.

3.	Inspectors in charge of towns, Central Investigation Agency Inspectors, Traffic Inspector at Lahore, Reserve and cantonment Inspectors (but not Railway Police Inspectors), Sub-Inspectors (except when employed as clerks or accountants or attached to the Railway Police or employed on prosecuting duties or in the Criminal Investigation Department, Police Training School or Finger Print Bureau and Sergeants when required to keep horses.	Horse allowance	30 0 0	30 0 0	Police seargents stationed at Simla may also draw allowance subject to the condition that the total number of such allowances drawn by Inspectors and sergeants at Simla does not exceed five
4.	Station House Officers, of the Ferozepore, Hissar, Muzaffargarh, Mianwali, Jhang and Shahpur Districts who maintain a camel instead of a horse	Camel allowance	30 0 0	30 0 0	
5.	Inspectors and Sergeants attached to Cantonment Cities and Civil stations who are allowed to keep motor cycles instead of horses:-			50 0 0	The grant of conveyance allowance at these rates is admissible only when the Inspectors and Sergeants are allowed, with the sanction of the Inspector- General of Police, to keep a motor cycle instead of a horse.
	(a) Inspectors and Sergeants employed on traffic duties who are required to keep motor cycles	Motor Cycle all-owance		50 0 0	
	(b) Inspectors and Sergeants employed on traffic duties and Reserve Inspector Lahore	Motor Cycle allowance		37 8 0	Ditto
	(c) Inspectors and Sergeants employed on Cantonment and City duties	Ditto		30 0 0	Ditto
	(d) Inspectors employed as Reserve Inspectors	Ditto	22 8 0		Ditto
	(e) Inspectors and Sergeants employed on confidential and other headquarters duties	Ditto	18 12 0	18 12 0	Ditto
	(f) Reserve Inspector at the Police Training School Phillaur	Horse allowance	30 0 0		Provided a horse is maintained
	(g) Four Inspectors and six Sergeants employed for the inspection of motor vehicles	Motor cycle allowance		22 8 0	
6.	Sub-Inspector of Police, incharge of the Police station Dagshai, Simla District	Motor cycle allowance		40 0 0	
7.	Assistant Sub-Inspectors	Pony allowance	15 0 0	20 in special hill tracts	Deputy Inspectors-General may permit an Assistant Sub-Inspector attached to a cantonment, city or large civil station, who is a good rider and maintains the prescribed equipment, to keep a bicycle in lieu of a pony and to draw the usual bicycle allowance of Rs. 3 per mensem instead of the pony allowance of Rs. 15 per mensem

8.	Band Master of the Police Band, Lahore	Conveyance allowance		15 0 0	
9.	Inspector of Police on confidential work, Lahore	Ditto		18 12 0	Provided that a horse is kept; if a bicycle is kept instead of a horse, with the sanction of the Deputy Inspector-General of Police, the allowance will be Rs. 3 per mensem.
10.	Sergeants when not required to keep horses (except when employed as clerk or attached to the railway police)	Ditto	11 4 0	11 4 0	
11.	Inspectors and Sub-Inspectors employed on prosecuting duties or in the Criminal Investigation Department Police Training School or Finger Print Bureau (Except when employed as clerks) and Assistant-Sub Inspectors employed in Criminal Investigation Department	Ditto	11 4 0	11 4 0	
12.	Horse Sowars	Horse allowance	30 0 0	30 0 0	
13.	Camel Sowars	Camel allowance	20 0 0	20 0 0	
14.	Officers incharge of the 3 Border outposts at Vehoa, Chittarwatta and Lakhani, in Dera Ghazi Khan District	Horse allowance	20 0 0		

Note :- The rates sanctioned for scale II apply where the head quarters of the Government servants concerned are at any of the following places :-

Lahore municipal area and cantonments.

Ambala municipal area and cantonments.

Jullundur municipal area and cantonments.

Multan municipal area and cantonments.

Rawalpindi municipal area and cantonments.

Sialkot municipal area and cantonments.

Jhelum municipal area and cantonments.

Ferozepur municipal area and cantonments.

Amritsar municipal area and cantonments.

The Muree of Khahuta tahsils of the Rawalpindi district.

Lyallpur municipal area.

Sargodha municipal area.

Simla District

Kangra District

Mandi, Suket and Chamba States.

Kalka, Kasauli and the Morni Illaqa of the Ambala District,

The Pathankot tahsil of the Gurdaspur District.

The rates sanctioned for scale I apply to Government servants whose headquarters are situated elsewhere.

Note 2. - No allowance shall be paid to an Inspector or Sergeant who has a motor cycle provided and maintained at Government expense.

Note 3. - Those officers in charge of Police Stations of the Ferozepur, Hissar, Muzaffargarh, Mianwali, Jhang and Shahpur Districts, who have been permitted to keep a camel instead of a horse will continue to draw a conveyance allowance of Rs. 30 per mensem.

Note 4. - The allowance for officers mentioned at serial Nos. (9), (11) and (12) of this rule is admissible even when no conveyance is kept, but will not be drawn in addition to horse or bicycle allowance.

Note 5. - Sergeants who are required to keep horses, may draw the usual conveyance allowance during the period they are undergoing training at the Police Training School, Phillaur.

Note 6. - The Sub-Inspector incharge of the Muree Police Station is permitted to maintain a motor cycle in addition to a horse and to draw a motor cycle allowance of Rs. 25 per mensem in addition to the horse allowance of Rs. 30 per mensem drawn by him.

Note 7. - Mounted Police Officers placed under suspension shall not be entitled to draw horse, pony or camel allowance, as the case may be but shall hand over their mounts to the Lines Officer, or the officer in charge of the mounted Police, who shall be responsible for the feeding and keeping of such animals, vide rule 7.27.(2).

Note 8. - During leave or joining time a conveyance or horse allowance may be granted in accordance with Rule 2.16 of Travelling Allowance Rules.

10.76. Free quarters and house-rent allowance. - (1) All enrolled police officers are entitled to free quarters for themselves in the Government barracks or other buildings provided at their headquarters. When such accommodation is not available other suitable quarters shall be provided or house-rent allowance granted in lieu thereof. Such allowances will only be granted in cases where there are insuperable difficulties in leasing suitable accommodation by Government. The leasing of house for, and recovery of house-rent from gazetted officers are governed by Fundamental Rules 45-A and Subsidiary Rule 7.35.

(2) The following table shows the maximum rates of house rent allowances which may be granted to police officers. The amount of the allowances will be determined by the circumstances of each particular cases :-

Nature of power	To whom delegated	Extent	
To sanction house rent allowances	(a) Inspector-General of Police	(i) European Inspectors	Upto a maximum of Rs. 60 per mensem throughout the Punjab and Delhi Province in respect of Government Railway Police only
		(ii) Sergeants	Rs. 45 per mensem throughout the Punjab and Delhi Province in respect of Government Railway Police only.
	(b) Deputy Inspector-General of Police and Assistant Inspector-General, Government, Railway Police	*(i)* Indian Inspectors at -	
		(a) the headquarters or Cantonments of Delhi in respect of Government Railway Police only, Lahore, Amritsar, Rawalpindi, Multan, Simla, Lyallpur and Montgomery.	Rs. 35 per mensem
		(b) the headquarters or Cantonments of Ambala, Jullundur, Karnal, Ferozepore, Gujranwala, Sheikhupura, Dharamsala, Sargodha and Campbellpur.	Rs. 20 per mensem
		(c) any other place in the Punjab	Rs. 12 per mensem
		(2) probationay Inspectors	Up to a maximum of half the rates admissible to inspectors

	(c) Superintendents of Police and Assistant Inspector-General, Government Railway Police.	"(3) Sub-Inspector at- *(a)* the headquarters or Cantonments of Delhi, in respect of Government Railway Police only Lahore, Amritsar, Rawalpindi, Multan, Simla, Lyallpur, Montgomery, Murree and Dalhousie at the Cantonment of Ambala	Rs 18 Per mensem
To sanction house-rent allowances.	(c) Superintendents of Police and Assistant Inspector General Government Railway Police	*(b)* the headquarters or cantonments Jullundur Karnal, Ferozepore, Gujranwala, Sheikhupura, Sargodha, Compellpur Headquarters of Ambala excluding the Cantonment and any hill station other than Simla, Murree and Dalhousie.	Rs. 10 per mensem
		(c) Any other place in the Punjab	Rs. 6 per mensem
		(4) Probationery Sub-Inspectors	Half the rates admissible to Sub- Inspectors
		(5) Assistant sub-inspectors, probationary assistant sub-Inspectors and and head-constables at-	
		(a) the headquarters of Cantonments of Delhi, in respect of Government Railway Police only Lahore, Amritsar Rawalpindi, Multan, Simla, Lyallpur, Montagomery, Murree, and Dalhousie.	Rs. 5 per mensem
		(b) the headquarters or Cantonments of Ambala, Jullundur, Karnal, Ferozepore, Gujranwala, Sheikhupura, Sargodha, Cambellpur and any hill station other than Simla, Murree and Dalhousie	Rs. 3-8-0 per mensem
		(c) Any other place in the Punjab	Rs. 2-8-0 per mensem
		(1) In the headquarters or Cantonments of-	Up to Rs. 4 per mensem for married constables
		(a) Simla	
		(b) Ferozepore, Shekhupura, Montogomery and Lyallpur	
		(c) Delhi in respect of Government Railway Police only Hissar, Rohtak, Gurgaon, Karnal, Ambala, Hoshiarpur, Jullundur, Kangra, Ludhiana, Lahore, Gurdaspur, Sialkot, Gujranwala, Amritsar, Jhang, Multan, Rawalpindi, Gujrat, Shahpur, Jhelum Attock	Upto Rs. 3 per mensem for married constables
		(2) Elsewhere	upto Re. 1 per mensem for married constables

Subject to conditions laid down in Rule 10.76 of Punjab Police Rules and further, where, in any individual case, an officer is in receipt of house-rent allowance in excess of these revised rates (in above table) prescribed with effect from 1st August, 1929, he will continue to draw his existing allowance until such time as it automatically lapses by his transfer or by his proceeding on long leave.

Note :- Proportionate number of subordinates shall be provided with accommodation as follows :-

(1) Probationary inspectors house-rent allowance at half the maximum rates prescribed for inspectors.

(2) *Probationary sub-inspectors* :- If married quarters are available and more than one sub-inspector or assistant sub-inspector is under training, two such probationary officers may be allotted to each quarter. If no quarter is available, probationary sub-inspectors should be granted house-rent allowance at half the maximum rates prescribed for sub-inspectors.

(3) *Probationary assistant sub-inspector* :- A number of head constable's rooms attached to barracks should be reserved for these officers.

(4) *Probationary sub-inspectors and assistant sub-inspectors at police stations* :- Probationary officers shall occupy the rooms previously in possession of the sub-inspector in charge who should be granted house-rent allowance if no married accommodation is provided by Government. Where, however, the sub-inspector in charge wishes to remain in the police station, probationary officers shall, if possible, occupy other available rooms. If, however, accommodation is not available probationary officers should be granted house-rent allowance, sub-inspectors at half the maximum rate and assistant sub-inspectors at the full rate admissible to them.

(3) A superior officer not below the rank of sub-inspector shall certify monthly in the case of head constables and constables that their wives and families, if any, are residing with them and that no official quarters are available. The number of allowances shall be reduced proportionately as married quarters become available. General priority shall be given according to length of service.

(4) Applications for house-rent allowance shall be made in Form 10.76(4) in the case of European Inspectors and Sergeants to the Inspector-General of Police, in the case of Indian Inspectors and Probationary Inspectors to the Deputy Inspector-General of Police or to the Assistant Inspector-General, Government Railway Police, in the case of Sub-Inspectors, Probationary Sub- Inspectors, Assistant Sub-Inspectors, Probationary Assistant Sub-Inspectors to the Superintendent of Police or to the Assistant Inspectors-General, Government Railway Police. A report from the Tahsildar as to whether the rent proposed is reasonable according to local rates shall be obtained through the District Magistrate on the application before it is submitted to the officers mentioned above. The grant of house-rent allowances to lower subordinates shall be governed by Rules 3.20 and 3.21. The payment of house-rent allowance to officers of all rank is conditional on the regular submission in arrears by one month by the actual payees or receipts from the owner of the premises rented. If the receipt of the house owner is more than one month in arrears, no further allowance shall be paid until the house owner's receipts are received. The receipts should be forwarded to the Accountant-General with a covering letter. The house-rent allowance should be restricted to the amount actually paid by the enrolled Police Officers to the owner of the premises rented subject to the maximum limit prescribed in the above table.

(5) Three registers of house-rent allowances sanctioned shall be maintained in each district in Form 10.76(5), (1) for European Inspectors and Sergeants, (2) for Indian Inspectors, and (3) for Sub-Inspectors, Assistant Sub- Inspectors and Head Constables.

(6) The Inspector-General of Police in case of European Inspectors and Sergeants and Range Deputy Inspectors-General of Police in case of Indian Inspectors shall submit to the Accountant-General a monthly consolidated statement in Form 10.76(6) of sanctions to the grant or cessation of house- rent allowance to these officers serving in districts of the Punjab other than Lahore by the 10th of the month succeeding that to which the sanctions relate. In the case of the Lahore District the monthly statements shall reach the Accountant-General by the 25th of the month in which sanction is accorded to facilitate the pre-audit of monthly bills.

10.77. House-rent allowance of officers on leave of transfer. - House-rent allowance may only be drawn during leave and temporary transfer when, in addition to the conditions in rule 10.73*(1)* being fulfilled, those in rule 14.3, Punjab Financial Hand Book No. 2, Volume *II*, are also complied with. The absentee may continue to draw the allowance up to four months if he certifies that his previous expenditure for a house continues during

his absence and place his quarter rent free at the disposal of the officer deputed to officiate for him. If, however, the officiating officer is permitted on authority not less than that of a Superintendent of Police, to refuse to occupy those quarters, he and not the absentee officer will draw the allowance. (Subsidiary Rule 14.6).

10.78. Grain compensation allowance. - *(1)* Grain compensation allowance is a compensatory allowance admissible to whole-time Government servants including those holding temporary posts, whose pay lies within certain limits, to compensate them from time to time for the high prices of food grains. The allowance will be admissible according to the following scales :-

Rate of pay of whole-time Government servants		Amount of grain compensation allowance admissible if average price of principal food grains of the district is	
But more than	Not more than	Dearer than 5 seers per ruppee, but not dearer than 6 seers per rupee (I Scale)	Dearer than 6 seers per ruppee, but not dearer than 6 seers per rupee (II Scale)
Rs. per month	Rs. per month	Rs. per month	Rs. per month
32	31	..	1
31	30	1	2
30	16	2	3
16	..	1	2

Note :- The term "Pay"does not include a compensatory allowance.

(2) The rates of grain compensation allowance, according to the average price of the foodstuff for the district concerned, admissible for any month will be determined according to the rules framed by Government for the purpose, and should be ascertained monthly from the office of the Deputy Commissioner (See subsidiary Rule 14.16 in the Financial Hand Book No. 2, Volume II).

(3) On receipt of intimation that grain compensation allowance is admissible for any month, arrears bills shall be prepared for all police officers and non-enrolled establishment (including whole-time menials) who are eligible to draw it. These bills shall be prepared in accordance with the instructions contained in Article 72 Civil Account Code. A list of absentees and a memo of savings shall also be prepared and kept as an office record. The receipts of the payees shall be obtained in separate vernacular acquittance rolls.

10.79. Payment of pay of men discharged. - The pay due to the date of an officer finally quitting Government service may be drawn before the end of the month. (Article 38, Civil Account Code, Volume I). All sums due to such an officer should be paid on his leaving the force, and should on no account be withheld for remittance to him afterwards, as the latter course causes unnecessary correspondence and inconvenience. Amounts due to lower subordinates leaving the force permanently may be advanced from the permanent advance in cases where the preparation and encashment of supplementary pay bills or cheques would result in the man being detained beyond the date of his discharge. Superintendents are responsible that, prior to the making of final payments to men about to be discharged, all lawful deductions are made and all dues to Government realised.

10.80. Pay of deceased police officers. - Pay and allowances should be drawn up to, and including, the day of an officer's death. The hour at which death takes place has no effect on the claim (Article 39, Civil Account Code, Volume I).

10.81. Fund deductions. - Deductions are made on account of the following funds :-

(i) General Provident Fund, - vide rule 10.173.

(ii) Post Office Insurance Fund. Deduction from pay bills may be made only under instructions communicated to the insured persons superior officer by the audit

officer. A superior officer will, therefore, allow no deduction on account of premia or subscriptions to be made from pay bills except on account of those duly authorised to subscribe. (Article 237, Civil Account Code).

10.82. Taxation. - *(1)* Police Officer are not exempted from taxation in their individual capacities, but taxes other than income-tax shall not be collected departmentally on behalf of the taxation authorities. All reasonable information required by such authorities from an officer regarding himself and his subordinates shall be supplied. (Articles 44 to 46, Civil Account Code, and Appendix 2 of Civil Account Code, Volume I).

(2) All pay, allowances, pensions, gratuity, fees, commission and perquisites enumerated in section 7*(1)* of the Income Tax Act (Act XI of 1922) are liable to income-tax with the following exceptions :-

(1) Travelling Allowance.

(2) Conveyance or horse allowance.

(3) General Provident or other similar fund and life insurances provided that such deducted sums shall not exceed one-sixth of the salary.

(4) Advances of pay and other advances made by Government to its officers.

(5) Allowances attached to :-

The Military Cross.

The Order of British India.

The Indian Order of Merit.

The King's Police Medal.

The Indian Police Medal.

(6) Extraordinary gratuities granted by Government to officers (or to their widows, children or other representatives, as the case may be) who are injured or killed in the execution of their duties or who suffer injury or death owing to devotion to duty.

(7) The allowances or salary paid in the United Kingdom to officers on leave or duty in that country, whether such allowance or salary is paid in sterling in the United Kingdom or by means of negotiable rupee drafts on banks in India.

Detailed instructions will be found in the Income-tax Act (XI of 1922) and Appendix 2 of the Civil Account Code.

(3) Motor vehicles owned by Government and kept for use by the police department are exempt from liability to pay tax under the Punjab Vehicles Taxation Rules, 1925.

(4) The Local Government has directed that professional taxes shall be levied by local bodies in accordance with rates fixed by them subject to the confirmation of the Deputy Commissioner.

10.83. Pay bill of gazetted officers. - *(1)* Pay and allowances of gazetted officers shall be drawn on Form No. A.F.-71*(b)*, and will be paid only upon the personal claim of the officer concerned and to his personal receipt. (Article 49, Civil Account Code, Volume I).

(2) Gazetted officers may, under the conditions prescribed by Article 56, Civil Account Code, draw part of their pay from the treasury of the district in which they are serving and part through a bank in Lahore.

(3) No officer may draw an increased or a changed rate of pay or fixed allowance unless the bill is pre-audited or supported by a pay slip from the Accountant-General. The last

pay bill of an officer finally quitting Government service and bills for rewards for proficiency in oriental languages require pre-audit. (Articles 51 and 55, Civil Account Code, Volume I).

10.84. Subordinate establishments. - The establishment in each rank and grade and the number and description of allowances are sanctioned from time to time by the local Government.

The sanctioned establishment may on no account be exceeded, except in the case of allowances for officers in leave acting and other vacancies.

Upper subordinates are borne upon a provincial or range cadre : provided that the total sanctioned number in each rank and grade for the province or range is not exceeded, upper subordinates can be posted to districts at the discretion of the authority empowered to make such postings.

10.85. Annual establishment return. - Superintendents shall submit the following statements by the 15th April in each year to the Deputy Inspector- General :-

(a) showing the names of all upper subordinates who have been on leave other than casual leave, and under suspension during the year, with description and period of leave or suspension, the dates of beginning and ending being specified, and in cases of suspension it being stated whether the period is to count towards pension.

(b) Specifying the pay bills with which the health and age certificates of new incumbents entertained during the year were furnished to the Accountant-General's Office.

(c) Specifying the names of upper subordinates who were shown in the previous year's list, but were omitted from the current year's list with particulars as to dates from which they ceased to be borne on the list and why.

On receipt to these statements Deputy Inspectors-General shall cause a careful check of their accuracy to be made, and shall compile consolidated statements for all districts in their range; these they shall submit, together with muster rolls of their own office establishments, to reach the Central Police Office by the 1st May. The Deputy Inspector-General, Criminal Investigation Department and the Assistant Inspector-General, Government Railway Police, shall similarly prepare and submit returns relating to upper subordinates and clerks borne on their lists. The lists, after being checked in the Central Police Office shall be forwarded to the Accountant-General with the annual printed list of inspectors, sergeants and sub-inspectors.

10.86. Changes in establishment. - All changes in establishment due to officers leaving the service, or to promotions, reductions, transfers to other districts or departments, etc., shall be recorded from time to time as they take place in the Order Book and in the "Memorandum of Changes" maintained in Form No. 10.86, which shall be prepared separately for lower subordinates and temporary establishment.

Care should be taken that all appointments remaining vacant in the previous month are first recorded in this form before the changes of the current month are entered, and that all vacancies in the rank of constable are shown in the lowest grade.

10.87. Deductions. - *(1)* All recoveries or deductions which are made from officers are either recurrent or casual.

(2) Recurrent deductions are made at a fixed rate on account of income-tax, or fund subscriptions.

(3) Casual deductions are those which are made to recover a specified sum, whether in one or more instalments. No deductions other than those sanctioned by the Police Rules are permitted, except such as are required to be made in compliance with the order of a court of law or other competent authority.

(4) Every casual deduction shall be supported by an order in the Order Book and shall be recovered at the rate prescribed in such order. If no rate has been prescribed the total of all deductions made in any one month should not ordinarily exceed one-third of pay.

(5) The accountant shall, immediately on receipt of authority in the form of the copy of the daily orders supplied to him (vide rule 10.89) make an entry of each deduction ordered in Form 10.87(5) "Memorandum of Deductions". In the column for "Refunds" shall be included advances recoverable (rule 10.60), recoveries ordered by the Accountant-General or other competent authority, and recoveries due for previous months on account of commutation of leave, suspension, reduction and income-tax. Deductions outstanding in the previous month should be recorded first.

(6) All deductions shall, as far as possible be made by short drawals from the pay of the officers concerned, and not in cash. When made in cash and when it is not possible immediately to credit the amount received in the treasury or hand it over to the payee, it shall be placed in the police cash chest.

10.88. Gradation lists of officers below the rank of assistant sub-inspector. - (1) For the purpose of awarding increments to all officers below the rank of assistant sub-inspector and checking pay bills, annual gradation lists shall be maintained in English in Form 10.88(1). Separate list shall be maintained for each distinct time-scale.

(2)*(a)* The increments of pay due to these officers are shown in Appendix 10.63, Table A.

(b) Previous service in the Army or police may be included as approved service if duly sanctioned under rule 12.24.

(3) On the last working day of each month the numbers of officers on each rate of pay shall be entered serially in the column for the current month, the numbers of the men on the first rate being entered in red ink, those on the next rate in black ink, and so on in alternate colours.

"(4)*(a)* An increment shall accrue from the date it falls due unless it is withheld in which case it shall be drawn from the date specified in the order withholding the increment. In withholding the increment the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

(b) Reductions shall ordinarily take effect from the date specified in the order of reduction. If, however, the date is not specified, the reduction shall take effect from the date succeeding the date on which the order is passed."

(Fundamental Rules 24 and 29 and Police rule 16.5).

(5) When an officer is reduced for a specified period only, an entry shall be made in the column of remarks, opposite his name, giving a reference to the Order Book number and his name shall be re-entered temporarily at the bottom of the grade to which reduced or at such other position as may be mentioned in the order of reduction. A note shall be recorded in the column of remarks opposite the new entry showing the date on which the period of reduction expires. On the expiry of the period of reduction the second entry will be struck out and the name will reappear in its original place.

(6) When forfeiture of approved service of an officer is ordered his name shall be struck out from its original position and re-entered in the particular place at which it should ap-

pear, after deducting the amount of approved service forfeited, a reference to the Order Book being given in the column of remarks over the signature of the Superintendent.

(7) When an officer's name finally ceases to be borne on the strength of the force from any cause it shall be struck out of the gradation list, a reference to the Order Book being given in the remarks column.

(8) The names of officers transferred from other districts shall be inserted at their proper place in accordance with their total approved service, such entries being signed by a gazetted officer.

(9) An index to each gradation list shall be maintained at the end of the book in the form of a serial list of constabulary numbers, and, in a parallel column, the corresponding gradation list serial numbers. New gradation lists shall be prepared during the month of January of each year. The gradation lists shall be treated as permanent records.

10.89. List of absentees. - The orderly head constable shall, as relevant orders appear in the Order Book, make entries in Form 10.89*(A)* regarding that date in each month on which the preparation of acquittance rolls is begun, and shall be made over to the accountant, who will prepare the absentee statement in Form 10.89*(B)* for upper subordinates only and the register of absentees in Form No. 10.89*(C)* for lower subordinates. In the preparation of the register of absentees the following instructions shall be carefully observed :-

(a) Names of all men on leave (other than casual leave) shall be entered in the register, whether their leave pay is drawn or held over for future payment, and whether any leave deduction is made from their pay or not.

(b) If leave pay cannot be paid to an absentee in the manner prescribed in rule 10.40(2), or if the absentee does not wish to be paid monthly such pay shall be held over for future payment.

(c) All deductions shall be made in the register for the month in which they become due, irrespective of whether the absentee draws his pay or not. Deductions omitted from any cause in the register for the month in which they become due shall be made, if the absentee's pay is held over for future payment, by short drawal at the time of payment, and if the pay has been disbursed, by deduction under "Refunds" in the "Memorandum of Deductions" for the succeeding month.

10.90. Acquittance rolls. - (1) The acquittance roll in Form 10.90(1)*(A)* for upper subordinates and in Form 10.90(1)*(B)* for lower subordinates provide the material from which consolidated pay bills are prepared and is the means by which pay is disbursed to individuals. Separate acquittance rolls shall be made out for each place at which pay is distributed by the officers noted below. The names of permanent and temporary establishment who draw their pay at each of such places shall be entered in separate rolls :-

(1) *Officers in charge of police stations.* - For all officers attached to their stations, including all posts subordinate to such stations, and for absentees residing in their jurisdictions.

(2) *The Lines Officer.* - For officers in the lines, offices guards and hospital orderlies and absentees residing at headquarters.

(3) *Orderly Head Constable.* - For *(a)* officers serving and absentees residing in other districts, *(b)* officers under training at the Police Training School or serving in other districts and drawing their pay there (in such cases the name of the place or district should be noted in the column of remarks), and *(c)* officers who have rejoined during the month and who have not received their pay while absent. Separate acquittance rolls shall be prepared for class *(c)* above.

All acquittance rolls on account of pay and allowances for the current month shall be submitted so as to reach headquarters by the 20th of that month.

(2) The accountant shall not prepare acquittance rolls. The preparing officers shall only enter the rate of pay and allowance and the total amounts claimed; the accountant shall enter deductions and the balance to be paid after checking the entries with the assistance of the orderly head constable by means of the acquittance rolls of the previous month, the long roll, order book, register of postings and the records prescribed in rules 10.86, 10.87, 10.88 and 10.89. He shall then prepare the abstract on the reverse of the acquittance rolls.

(3) The following instructions for taking payees' receipts on pay bills and acquittance rolls should be carefully observed :-

(a) The receipts of clerks in the Central Police Office, Criminal Investigation Department, Range and Railway Police Offices for pay and allowances shall be taken on the office copy of the combined pay bill and acquittance roll in Form No. C.A.C. 10 as inserted by correction slip No. 185, dated the 1st October, 1928, and amended by correction slip No. 317, dated the 1st April, 1930, to the Civil Account Code, volume I. Such bills shall be preserved for six years but before they are destroyed the periods of temporary and officiating service shall be verified by the heads of offices from the bills concerned and the fact of verification recorded under proper attestation in the service books. The heads of offices shall also invariably give the necessary particulars with reference to Articles 370 and 371, Civil Service Regulations, in order to enable the Audit Office to decide later on, by reference merely to such particulars, whether the temporary or officiating service will qualify for pension or not; for example, in the case of officiating service, the nature of the vacancy in which the clerk officiated and, in the case of temporary service, whether the temporary post was subsequently made permanent, shall be stated.

(b) The acquittance rolls of upper subordinates shall be destroyed after six years and those of lower subordinates after 35 years after the procedure for verification of service detailed in clause *(a)* has been carried out.

Note :- With regard to the verification of service from the pay bills and acquittance rolls see rule 12.36.

10.91. List of transfers and absentees. - A list of officers who have left a station during the month shall be carefully prepared at the end of the acquittance roll as any omissions or mistakes in such lists cause great inconvenience. Changes occurring after the submission of the roll, but before the end of the month, shall be promptly and specially reported. If possible, they will be incorporated in the month's accounts, otherwise they will be dealt with in the next month's accounts.

Where local allowances are sanctioned, a list of all payments, to, or transfers from, such localities made during the month, shall be submitted with the acquittance roll in Form 10.91. The list will be checked by the orderly head constable and the accountant who will endorse thereon their reports for the orders of the Superintendent and insertion, when necessary, in the Order Book. In the case of allowances attached to particular posts, and admissible only to the holders of such posts for the time being, care should be taken that no allowances is either entered in the acquittance rolls or drawn in the pay bills for any period during which such a post remained vacant. All certificates required by rule 10.76 et.seq. in support of claims of house- rent, conveyance allowance and the like shall be attached with the list prescribed above.

10.92. Acquittance rolls for absentees. - The pay of men under training at the Police Training School is drawn and disbursed by the Principal of the School, all students receiving a last pay certificate from their districts on first proceeding to the school. Acquittance

rolls shall be prepared by the orderly head constable for such men for purposes of check only; no amounts for disbursement should be shown in them. Separate acquittance rolls are required for obtaining receipts for pay of absentees. The names of men on leave, who have elected to receive their leave pay through the police station nearest to their homes (vide rule 8.16) and particulars of pay shall be entered by the orderly head constable in the acquittance roll of the police station concerned. Another acquittance roll shall be prepared by the orderly head constable for all men, who are to receive their pay by money order, the money order receipts being attached against the appropriate entries in this roll on receipt. Separate acquittance rolls shall similarly be prepared corresponding to the detail of each Remittance Transfer Receipt which is to be sent to another district on account of the pay of absentees. These acquittance rolls shall be sent to the Superintendent of Police concerned together with the Remittance Transfer Receipts, and shall be returned to the district of issue, duly signed by the actual payees.

10.93. Comparison and completion by the accountant. - On receipt of the acquittance rolls, the accountant, with the aid of the orderly head constable, shall check and complete them. For this purpose he should first satisfy himself of the correctness of the "Memorandum of Changes" (rule 10.86), register of absentees (rule 10.89-B), gradation list of constables (rule 10.88(1)), and "Memorandum of Deductions" (rule 10.87(5)) by actual comparison with the Order Book entries. He shall then check the rolls by means of these memoranda and his own check statement of postings (Form 10.93) which is based on the acquittance rolls of previous months, and after making all necessary corrections in red ink and initialling them, shall fill in the abstract on the reverse of the rolls. Appointments which existed for a portion only of the month shall be shown in fractions thus $\frac{27}{30}$, $\frac{19}{31}$, the upper figures showing the days for which the appointments existed and the lower ones the number of days in the month.

10.94. The Pay Sheets. - When acquittance rolls have been thoroughly checked, the entries concerning lower subordinates shall be transferred into the pay sheet (Form No. 10.94), and totalled in accordance with the instructions noted on the form.

10.95. Monthly bills of upper subordinates. - (1) From the acquittance rolls the upper subordinates pay bill shall be prepared in A & T Form No. 294 separately for permanent and temporary establishments. The dates and amounts of supplementary bills and date of relief or assumption of charge in the case of any upper subordinate transferred from one district to another shall be noted. Gazette notifications shall be quoted for all altered or new charges and provincial and range numbers shall be shown. The names of acting officers should be noted below the last entry of a substantive officer in the bill. Absentee statements referred to in rule 10.89 shall be attached to the bill.

(2) Absentee statements shall be submitted to the Accountant-General on the 15th of the month following that to which the events relate :-

(a) By the Inspector-General :- a consolidated statement in the case of permanent or officiating vacancies in the rank of inspector and sergeant showing the complete chain of arrangements, and a statement showing permanent or officiating vacancies in the clerical establishment of the department.

(b) By Deputy Inspectors-General :- consolidated statement in the case of permanent or officiating vacancies in the rank of sub-inspector and assistant sub-inspector and officiating appointments in their places.

Note :- A consolidated statement is not required in respect of sub-inspectors of the railway police.

(3) Deputy Inspectors-General shall forward to the Inspector-General on the 10th of each month a statement showing permanent or officiating vacancies in the clerical establishment of their own offices. Superintendents shall forward on the 5th of each month

copies of absentee statements respecting inspectors and sergeants direct to the Inspector-General and copies of similar statements respecting sub-inspectors and assistant sub-inspectors to the Deputy Inspector-General of the range.

(4) Health, last pay and charge certificate shall be attached duly signed to the pay bills. Each allowance drawn by an officer should be shown separately below his substantive pay, and the authority for "personal pay", if any, should be quoted.

10.96. Monthly bills of lower subordinates. - (1) To facilitate the compilation of the lower subordinates' pay bill the accountant shall prepare monthly the following memoranda :-

A. Memorandum for testing the grant of increments to constables (Form 10.96(1)(A)). The object of this memorandum is to obtain from the figures in the gradation list (rule 10.88(1)) the correct amounts in each grade to be drawn respectively in the pay bills of permanent establishment and additional police, after consolidating broken periods in various grades and the vacancies in the lowest grade in the manner shown in the form.

B. Abstract of savings (Form 10.94(1)(A) Part II), obtained from the memorandum of changes (rule 10.86). From these and the register of absentees and the pay sheet, the lower subordinates' pay bill in Forms 10.96(1)(B) and 10.27(1)(b) shall be prepared. In this bill names of individual officers need not be shown. Allowances according to Appendix 10.63, Table B, shall be shown in lump sums separately from pay. No office copy is necessary, if the pay sheet is properly prepared.

The following certificates, with such modifications as may be necessary should be furnished before the pay bill is submitted for encashment.

(1) Received contents; also certified that I have satisfied myself that all pay included in bills drawn 30 days previous to this date with the exception of those detailed below (of which the total has been refunded by deduction from this bill) have been disbursed to the proper persons and that their receipts have been taken in acquittance rolls filed in my office, with receipt stamps duly cancelled for every payment in exceeds of Rs. 20. Further certified that all persons for whom pay has been drawn in this bill have actually been entertained during the month.

(2) Certified that no person in Superior Service on this establishment has been absent either on deputation or suspension or with or without leave (except on casual leave) during the month, and further that all appointments and promotions, temporary or permanent, have been recorded in the character rolls of the persons concerned under my initials.

(3) Certified that I have personally satisfied myself that during the month of __________ 19 , for which this bill is drawn, the number of constables of different periods of approved service was as follows :-

NUMBER OF SELECTION GRADE CONSTABLES ON -									NUMBER OF CONSTABLES			
Rs. 28	Rs. 27	Rs. 26	Rs. 25	Rs. 24	Rs. 23	Rs. 22	Rs. 21	Rs. 20	1st grade at Rs 20	2nd grade at Rs 19	3rd grade at Rs 18	4th grade at Rs 17

(4) Certified that the Head Constables and Foot Constables, Selection Grade, for whom pay in excess of the minimum has been claimed, have rendered the required period of approved service entitling them to the increased pay.

(5) Certified that no leave has been granted until, by reference to the applicant's leave account maintained under Fundamental Rule 76, I had satisfied myself that it was admissible and that all grants of leave and departures on, and returns from, leave and all periods of suspension and deputation, have been recorded in the Service Books under my initials.

(6) Certified that no person for whom house-rent allowance has been drawn in this bill has been in occupation of Government rent-free quarters during the period for which the allowance has been drawn.

(7) Certified that the Government servants for whom conveyance allowance had been drawn actually maintained camels/horses/cycles and were not employed as clerks.

(8) Certified that special pay has been granted to those actually performing duties of the posts for which it has been sanctioned.

(9) Certified that the Government servants for whom leave salary has been drawn equal to their substantive pay held substantively permanent post under Government on 24th August, 1927.

N.B :- The words "received contents" should be scored through by the drawing officer in the case of bills presented at the pre-audit counter of Accountant-General's Office.

(10) Certified that the actual payee's receipts for house-rent allowances are on record in all cases; that in no case is the amount paid to the house-owner less than the amount of house-rent allowance claimed; that Government rent-free quarters were not available and that persons in receipt of the allowances lived with their wives (and families, if any) in the rented quarters during the period for which claim has been preferred.

(2) It should be noted that the figure given in columns 1 and 3 of the pay bill (10.96(1)(B) represent the sanctioned strength and pay of the force and that these alone can be checked in the office of the Accountant-General. It is necessary that the figures shown in columns 4 to 7 should be carefully checked and compared with the office memoranda referred to in sub-rule (1) above. The pay and acting allowances of a head constable officiating as an assistant sub-inspector shall be drawn in the upper subordinates salary bill, whilst in the lower subordinates bill his pay will be shown as a "Saving". On the other hand the pay of a constable officiating as a head constable shall be included among the pay of constables. In such cases his acting allowance as a head constable shall be shown in the lower subordinates bill, by separate entry, if it is the result of an average pay leave vacancy or of a chain of promotion or deputation vacancies; and if the vacancy is

caused by absence on leave on half or quarter average salary or without pay, by the amount being included in column 8 of the bill against the entry referring to head constables of the grade to which the absentee belongs.

(3) The certificates printed in the form should be signed after the officer signing has satisfied himself by the necessary check of the bills that he is able to do so.

(4) The specimen form published with these rules is complete with certificates and check memoranda, and should be carefully studied.

10.97. Arrear bills. - (1) Arrears of pay and allowances shall be drawn in bills in Form (1) 10.96(B) distinct from the monthly pay bills, and may be presented at the treasury at any time. The amount claimed for each month must be shown separately, with a reference to the bill from which the amount was omitted, withheld, or refunded by deduction, or to any special authority sanctioning a new charge. (Article 72, Civil Account Code, Volume I).

(2) If an upper subordinate is transferred with arrears of pay due to him, the fact shall be stated in his last pay certificate; his arrears may then be drawn in his new disrict.

(3) Arrears bills shall be thoroughly checked by a gazetted officer with the file of leave certificates (rule 8.15), and the register of absentees, and entry being made in the latter showing the date of drawing the sums withheld. If arrears are drawn at a lower rate than that shown as withheld in the register of absentees (on account of communications of leave, etc.) only the actual sum required for payment shall be drawn and an explanatory entry shall be made in the remarks column.

10.98. Disbursement of pay. - Pay shall be disbursed by, or through the officers named in rule 10.40(2) or shall be remitted to absentees monthly. Remittance to absentees shall be made either by remittance transfer receipts or money order on the conditions laid down in rule 10.41.

10.99. Return of acquittance rolls. - (1) Disbursement of pay must be completed as early as possible. Acquittance rolls should normally be returned to the accountant by the 20th of each month, with all payees' receipts correctly entered in them, and an endorsement showing the cause and giving the details of the amounts undisbursed. Items for credit to an estate should be returned to headquarters to be credited to the police deposit account in the treasury. Sums remaining undisbursed on the 10th of the month on account of the absence of the payee, even though such absence be only temporary, shall also be returned to headquarters for refund to the treasury by being short drawn in the next month's pay bill. Such sums can be re-drawn by arrears bill either simultaneously with the next month's pay, if the absentee has by then returned to his station, or immediately he does so return. On no account may pay drawn be held in deposit undisbursed.

(2) The accountant shall carefully examine each roll returned by disbursing officers and secure the correction of all errors and omissions. On completion of this check he will enter the amounts undisbursed on the back of the pay- sheet, sign thereon his report and place all the papers before a gazetted officer for check. The latter officer shall carefully check the reports of the disbursing officers and see that all undisbursed amounts have been brought to account in the cash book. He will then sign a certificate to this effect.

10.100. Principles of check of pay bills. - The primary responsibility for the correct preparation of pay bills rests with the orderly head constable and the accountant, who have at their disposal all the original authorities for changes, absences, etc. By means of the records and memoranda described in the foregoing rules they are required so to arrange the drawing and distribution of pay that only such sums are drawn from the treasury

as are required, and that these sums are distributed for disbursement according to rule. The first check on the work of the above officers is required to be carried out by the head clerk, who shall verify each item of the bills by means of the prescribed registers and memoranda, and by reference to the Order Book and leave accounts, and shall verify all totals and calculations. When the head clerk has completed his scrutiny, the Superintendent himself, or another gazetted officer specially designated for the purpose, is required to make a general but thorough check before signing the bills. It is not incumbent on the gazetted officer to verify every total and calculation in detail, but it is his duty fully to satisfy himself that increments have been properly sanctioned; that all deductions, allowances, withholdings, refunds, etc., and all absences are supported by proper authority; that the calculations regarding establishment present on duty and vacancies are correct, and that the arrangements for the distribution of the total sums contained in the bills are in order. It is also the duty of the gazetted officer signing the pay bills for any month to assure himself that the pay of the preceding month has been correctly disbursed and that all undisbursed items are properly accounted for. Orders in each district shall prescribe dates for the completion of each stage in the preparation of monthly pay bills so as to ensure that the signed bills can be presented for encashment on the proper date.

10.101. Record. - (1) Papers dealing with pay, arrears and supplementary pay shall be filed in the following order :-

(1) The memorandum of changes, the memorandum of deductions, the acquittance rolls in the order in which they have been inserted in the pay sheet, and then the pay sheet itself. They will be bound in six-monthly, quarterly or monthly volumes according to their bulk, in the following order :-

1st.	Those relating to upper sub-ordinates	including those relating to arrears or supplementary bills
2nd.	Those relating to lower sub-ordinates	
3rd.	Those relating to additional police	
4th.	Those relating to other temporary establishment	

(2) Office copies of pay bills of upper subordinates shall be kept together and after the close of the financial year shall be bound in chronological order. Bills of permanent establishment and of additional police shall be filed, separately.

PART VI

CONTINGENT CHARGES

10.102. Classes of contingent grants. - Contingent charges in the police department are divided in two classes -

(a) Contract contingencies

(b) Special contingencies - known also as "audited" or "C class" contingencies.

Contingent charges include also Supplies and Services and Allowances and Honoraria, which should, however, be shown separately in all bills and accounts. (Article 82, Civil Account Code, Volume I).

10.103. Description of classes of contingent grants. - (1) Contract grants are lump sums allotted annually, within which an officer may incur expenditure on the detailed heads of contingencies covered by the grant at his discretion, provided that the total allotment is not exceeded. (Article 82, Civil Account Code, Volume I).

(2) The contract grant for the police department as a whole is fixed for three-year period; consequently revision of the annual grants of subordinate offices except by reallotment within the total departmental grant, can only be made on the expiry of such

periods. Deputy Inspectors- General will be called upon when the grant is under revision to recommend decreases or increases for the offices and districts under their control.

(3) Each head of an office is required systematically to estimate the expenditure which he can meet in any year from his contract grant, by allotting to the various units of expenditure included in the grant the share of the total which each requires. It is only after fixed and inevitable charges such as fixed allowances, hot and cold weather charges, etc., have been provided for, that balances can be made available for optional expenditure.

(4) Charges for Supplies and Services, Other Allowances and Honoraria and Special contingencies can only be incurred within the allotment provided in budget under each unit of expenditure. Transfer of funds from one such unit to another requires the sanction of the competent authority.

10.104. Fixed Contingencies. - (1) Fixed allowances for contingent expenditure are sanctioned for each district *(a)* for the purchase of country pens, ink, twine, glue, paste, etc. and *(b)* for the purchase of oil for lighting purposes.

(2) The rates of allowances for the purchase of oil for lighting purposes should be fixed and sanctioned by Superintendents by virtue of the powers delegated to them in serial No. 5 of the table appended to rule 20.9 of the Book of Financial Powers. All cases beyond their competence to sanction should be referred to the Inspector-General.

(3) The rates of allowances for the purchase of country pens, ink, twine, glue, and paste, etc., should normaly be as follows and should be sanctioned by Superintendents by virtue of the powers delegated to them in the above-said rule of the Book of Financial Powers:-

	Rs.	A.	P.
For each police officer	10	0	0
For each police lines	2	0	0
For each Range Recruits Training Centre	2	0	0
For each police station	2	0	0
For each police post	0	8	0
For each district inspector	1	0	0

Exception - Cantonment and City posts should be treated separately and special allowances should be sanctioned for them according to requirements.

Superintendents, however, are not bound by these limits as the above-said rule covers all but exceptional cases which should be referred to the Inspector- General for sanction.

(4) A provision for these allowances has been included in the annual allotment for contract contingencies of each district.

(5) The rates of these allowances should be periodically scrutinized and revised by Superintendents, if necessary, according to local conditions.

This will be subject to the condition that the allotment for contract contingencies from which these allowances are to be met should not be exceeded.

(6) These allowances will be drawn on regular establishment bill forms, - *vide* the note to Article 82, Civil Account Code.

(7) If any saving is anticipated in the annual contract grant owing to the abolition of posts, etc., the matter should be at once reported to the Deputy Inspector-General who will inform the Inspector-General and also arrange for the utilization elsewhere of the saving so anticipated.

10.105. Permanent advance. - (1) A permanent advance is intended to provide, on the responsibility of the officer entrusted with it, for emergent petty advances of all kinds or for such payments as have to be made in advance of drawing bills. (Article 93, Civil Account Code, Volume I).

(2) The permanent advances sanctioned for districts and other offices in the department are published from time to time in the *Police gazette*. According to the rule of practice laid down by the Account-General the amount of such advances will not ordinarily exceed one-half of the average monthly contingent expenditure of the office concerned.

(3) Each officer holding a permanent advance is required on transfer of charge and on the 15th April in each year, to send to the Accountant-General an acknowledgment of the amount accountable for by himself. [See also rule 10.106(4)].

10.106. Distribution of Permanent advance. - (1) The permanent advance allotted to a Superintendent should be distributed to Subordinate officers in accordance with their requirements. Amounts so allotted should not be larger than is absolutely necessary and can be varied according to requirements. (Article 93, Civil Account Code, Volume I).

(2) The following officers should hold portions of the permanent advance :-

(a) *the senior officer of the prosecuting branch for* all immediate expenditure on diet money, transport charges in connection with cases, etc., including the recoupment to officers in charge of police stations of similar expenditure incurred by them. With the approval of the Superintendent of Police this allotment may be sub-divided to provide an advance for prosecuting officers of and above the rank of sub-inspector stationed away from the headquarters of the district.

(b) *the Reserve Inspector or Lines Officer* for advancing the cost of fares of policemen travelling on duty, freight of their baggage, transport charges on government account, and petty purchases and repairs of Government buildings and property, which he is called upon to execute, and for advance payments required to be made under rule 10.79.

(c) *Officers in charge of police stations* for purposes similar to the above in respect of their police stations.

(3) subject to the allotment to the officers specified in the preceding sub- rule of adequate shares of the permanent advance, further distribution may be made, if the necessity therefor is established, to the reader to the Superintendent, to gazetted officers in charge of sub-divisions and to the District Inspector. A small balance should remain in the hands of the accountant for emergent expenditure in the headquarters office, such as payments for value payable parcels and bearing charges, but, in accordance with the principle stated in the rule 10.46*(vii)* this officer should be used as little as possible as a disbursing officer. A statement showing the distribution of his permanent advance allotment made by the Superintendent shall be entered on the first page of the general cash book.

(4) All police officers holding allotments from the permanent advance are required to submit for record in the office of the Superintendent the certificate required by rule 10.105(3).

10.107. Receipts for permanent advance expenditure. - When money is spent from the permanent advance on account of contingencies, receipts should be taken as directed in rule 10.33(1). Separate vouchers should be prepared for each separate charge, but the items making up one charge may be receipted on the same voucher; provided that items in excess of Rs. 25 shall be receipted in a separate voucher from items of and below that sum.

10.108. Account of permanent advance. - Officers to whom permanent advances are allotted shall keep an account of such advance in Form 10.52*(b)*. On the first page of the form shall be entered the amount of the permanent advance with the number and date of the Order Book entry by which it was allotted. The account shall be kept as far as possible in the manner prescribed for officers in charge of police stations by rule 10.52.

10.109. Bills for reimbursement of permanent advance. - (1) For all judicial expenses paid from the permanent advance officers in charge of police stations shall submit bills in Form 10.109(1).

The prosecuting inspector or a prosecuting sub-inspector shall be responsible for checking such bills and for recovering the amounts from the sheriff on the day of presentation. Except for every special reasons such amounts shall always be made over to the police officer bringing the bill. Any difficulty in securing prompt adjustment by the sheriff must be brought to the notice of the Superintendent. If necessary, to avoid delay, the prosecuting inspector shall meet the bills submitted by police stations from his own permanent advance.

(2) For the recovery of the departmental expenses defrayed from the permanent advances, application shall be made in writing in Form 10.109(2) as often as may be necessary to prevent the advance allotment from becoming exhausted. Such applications shall be supported by vouchers for each item. If a voucher is lost the procedure prescribed in rule 10.36(1) shall be followed. The accountant shall check such bills and obtain the orders of the Superintendent for payment or otherwise. The details of such bills will not be recorded in the contingent register (rule 10.110) until the payment order has been recorded in the Order Book. The accountant will be responsible for preparing abstract contingent bills at sufficiently frequent intervals and taking other steps to ensure the reimbursement of permanent advances as expeditiously as possibly. Delays in this matter should be brought to the notice of the Superintendent by officers holding advances, and all gazetted officers at inspections should pay particular attention to the manner in which the permanent advance has been handled.

10.110. Contingent register. - Separate registers shall be maintained in Form 10.110 for each class of contingent charges in every officer to which contingent grant is distributed, as follows :-

I. - Contract contingencies.

II. - C class (Audited) contingencies.

III. - Allowances and Honoraria.

IV. - Supplies and Services.

V. - Police Lands Fund.

Each register shall contain as many columns as there are detailed heads prescribed in this connection for each type of contingent expenditure. Each unit will have its own money column. Units, such as "Rewards to private persons", which are sub-divided should be linked by a bracket. The amount of the annual allotment grant and the progressive total of expenditure should be entered below the description of the unit. In the case of any item of expenditure which requires explanation on account of its unusual nature or amount particulars should be entered in the column headed "Description of charge", though the amount is entered only on its special column. The period to which any recurring charges refer should also be noted in the "Description" column. (Article 94, Civil Account Code, Volume I).

To enable the disbursing officer to watch the progress of expenditure under each unit, as compared with the budget grant, progressive balances and totals, as prescribed in the footnote to the form, shall invariable be entered.

Should an increase, decrease, disallowance or misclassification under any unit of expenditure be notified by the controlling or audit officer, the necessary corrections shall be made in red ink by plus or minus entries in the figures of allotment, expenditure and balances.

Money drawn from the treasury and not expanded by the end of the month (such as refunds of carriage charges by escorts, etc.) should be refunded into the treasury either in cash or by short drawal in the next abstract contingent bill. Such refunds should be deducted from the expenditure total. The amount can be re-drawn when required.

10.111. Heads of contingent expenditure. - (1) Appendix No. 10.111(1) shows the units into which the contingent grants are divided. The distribution of allotment is published annually in the police gazette in day. Pending such publication contingent expenditure may be incurred monthly up to the monthly average of the previous year's allotment.

Bills for pay and other charges duly sanctioned for the month of March and previous months may be paid in anticipation of communication of the budget. Similar expenditure may also be incurred in emergent cases during the months of April and May in anticipation of communication of the budget allotment, provided such expenditure does not exceed the average monthly expenditure of the previous year.

Note:- This relaxation should not be regarded as a relaxation of the rule contained in paragraph 12.5 of the Punjab Budget Manual under which the Heads of Departments are required to carry out the distribution of the grant not later than the 1st May in each year.

(2) No salary charges of any kind (except for pay of hot weather establishment, pay of menials and of establishment of the police lands fund) and no additions to pay may be charged as contingent expenditure or included in contingent bills.

(3) All additional police contingent expenditure must directly concern the additional police post for which the provision for contingencies has been sanctioned. Expenditure which may legitimately be incurred under contingencies falls under the following heads:-

(i) *Buildings.* - 'Hutting charges' include not only the initial provision for buildings but also the expenditure necessary for their maintenance as well as rental charges. Where additional police are accommodated in existing police buildings, a portion of the repairs to such buildings should be debited to the General Police Fund.

(ii) *Furniture*. - No article of office equipment for the use of the supervisory gazetted staff should ordinarily be purchased out of the General Police Fund, but officers in direct charge of additional police posts may reasonably be supplied with such equipment. On the termination of a post this may be utilized elsewhere at the discretion of the Superintendent of Police of the district who should bear this in mind when making purchases initially. The same principle applies to the purchase of other equipment such as tables, chairs, benches and durries.

(iii) *Lighting Charges.* - Provision should invariably be made for the adequate lighting of the building occupied by the additional police. This implies the incurring of initial expenditure on the purchase of lamps and recurring expenditure in the supply of oil for such lamps.

(iv) *Stationery.* - Such articles of stationery as are usually supplied by the Stationery Office and are required for use in connection with the post should be locally purchased by the Superintendent of Police (with the previous sanction of the Deputy Inspector-General of Police as required by serial No. 20 of the table appended to rule 20.9 of the Book of Financial Powers amended by Punjab Government, Finance Department, Notification No. 24523, dated 26th September, 1927) at the expense of the General Police Fund, not from the district allotment for contingencies. A limited amount of stationery may be used in the headquar-

ters office, the work of which is often appreciably increased by the existence of additional police.

(v) *Travelling Allowance.* - Expenses incurred in the moving about of men working in additional police posts, whether such charges would ordinarily be debitable to "Travelling allowance" or to "Carriage of Constabulary", should be met from the General Police Fund, provided that the journeys are definitely connected with the duties of the additional police.

(vi) *Allowances to Bhishtis and Sweepers.* - The wages of bhishtis and sweepers entertained for additional police posts should be met from the General Police Fund. They should not be appointed without the sanction of the Deputy Inspector-General of Police as required by Serial No. 4 of the table appended to rule 20.7 of the Book of Financial powers. Their pay should be subject to a maximum of Rs. 13 per mensem, *plus* local compensatory allowance wherever sanctioned.

(vii) *Rewards.* - Rewards to the personnel of an additional police post should normally be met from the Additional Police Account.

(4) In no case should expenditure be incurred in excess of the amount sanctioned for contingencies, since there is no means of re-appropriation from some other source. Ordinarily the provision of 10 per cent of salaries is ample to meet all demands, but if heavier expenditure is anticipated this fact should be represented when proposals for additional police are submitted to Government.

10.112. Abstract contingent bills. - (1) When it is necessary to draw money for contingent expenses from the treasury, the accountant will draw a red ink line across the page of the register, add up the several columns and post the total of each unit in an abstract contingent bill in one of the following prescribed forms :-

(a) For Contract Contingencies [Form 10.112(1)(a)]

(b) For Audited Contingencies; Allowances and Honoraria; Supplies and Services, and Police Land Funds [Form 10.112 (1) (b)]. - (Article 97, Civil Account Code, Volume I).

(2) The bill with all available vouchers, the numbers of which should be quoted in the bill, and the contingent register shall be laid before the head of the office who shall compare the entries in the register with the payment orders and certify that the payment orders have been cancelled; that in the case of contract contingencies all vouchers for items above Rs. 25 have been retained, and in the case of audited contingencies all vouchers for items above Rs. 25 have been attached to the bill or will follow. He shall then sign the bill and also the corresponding entry in the cash distribution register (rule 10.42). When the Cash Book is checked every month, the officer checking it, or an officer specially detailed for the duty by the checking officer, should check contingent bills in detail and certify in the contingent registers that vouchers for all items of expenditure have been received, that the vouchers for items above Rs. 25 have been forwarded to the Accountant-General and that all other vouchers have been so defaced that they cannot be used again.

(3) It has been ruled that the head of the office or the gazetted officer to whom the duty has been delegated (rule 10.2) must himself initial the entries in the contingent register. If this duty has been performed by a non-gazetted officer, during the absence of the gazetted officer, the latter must on return to headquarters review the register and re-initial the entries; any omissions in this respect shall be rectified without fail at the time of signing an abstract bill.

Note :- Sub-vouchers for Rs. 25 or under which are not submitted to the Audit Office should be preserved for a period of one year, and those above that limit for 3 years. The vouchers should not however, be destroyed even after the expiry of the prescribed periods until departmental audit for the relevant period has been conducted and any objection relating to those sub-vouchers have been settled.

10.113. Clothing and equipment allowances. - (1) The following allowances are sanctioned by Government :-

(a) An initial grant of Rs. 10 on account of clothing for each head constable and constable added to the sanctioned strength of the force.

The grant for each head constable and constable added to the sanctioned strength of the force at the following places will be as shown against each :-

1.	Simla District	Rs. 19
2.	Kasauli	Rs. 15
3.	Kyelang	
4.	Suraj	
5.	Dalhousie	
6.	Balun	
7.	Bakloh	
8.	Murree	

(b) An annual clothing allowance of Rs. 8 (for Simla District Rs. 12) for each head constable and constable calculated according to the sanctioned strength of the force.

The annual clothing allowance for each head constable and constable sanctioned for the following places will be :-

For lower subordinates of Simla District. . . . Rs. 19

For lower subordinates at :-

Police Station Kasauli	Rs. 15
Kyelang	
Suraj	
Dalhousie	
Balun	
Bakloh	
Murree	

(c) Deleted.

(d) An annual equipment allowance of Rs. 7 for each mounted head constable and constable and of Rs. 2 for each unmounted head constable and constable.

(e) An initial grant of Rs. 15 for the provision of a bed and box for each head constable and constable added to the sanctioned strength of the force.

(f) An initial grant of Rs. 75 on account of clothing and of Rs. 125 on account of equipment for each upper subordinate on first appointment to the police department and each head constable promoted substantively to the rank of assistant sub-inspector and annual grant of Rs. 19 on account of clothing and of Rs. 6 on account of equipment for each upper subordinate borne on the sanctioned strength. The Lady Inspector, Government Railway Police, shall be given a combined initial for clothing and equipment at Rs. 140 and an annual renewal grant of Rs. 80.

The initial annual grants on account of clothing for upper subordinates sanctioned for the following places will be Rs. 113 and Rs. 32, respectively :-

1. Simla District
2. Police Station, Kasauli (District Ambala)

3.	Kyelang	Kangra District
4.	Suraj	
5.	Dalhousie	Gurdaspur District
6.	Balun	
7.	Bakloh	
8.	Murree	Rawalpindi District

(g) An annual grant in the case of officers of the Criminal Investigation Department as follows to enable them to make up their own clothing in lieu of free annual issues of uniform :-

Inspectors, Sub-Inspectors and Assistant Sub-Inspectors,	Rs. 25 per annum
Head Constables and Constable	Rs. 10 per annum

(h) A sum equal to ten per cent of the gross estimated total grant for police clothing and equipment, calculated according to the existing schedules, shall remain at the disposal of the Inspector-General as a reserve to enable him to meet any unforeseen items of special expenditure incurred by district officer on clothing and equipment. This amount shall be in addition to the gross estimated grant and shall not be deducted from it.

When any reduction in establishment is made during the year after the annual clothing and equipment allowances for that year have been drawn, a proportionate reduction from the date on which the establishment was reduced shall be made in the allotment for the succeeding financial year.

(2) Charges for clothing and equipment in the case of existing establishment shall be drawn in each year immediately after the annual budget allotment statement of contingent expenditure has been published for each district by separate special contingent bills (A and T No. 309) and shall show the number of men for whom the charge is made and the rate per man. When additions to establishment are sanctioned the allowances (a), (b) and (c) shall also be drawn by special contingent bills in the same form, on receipt of such sanction. Such bills will be presented at the treasury and the amounts will be credited by the treasury officer to the police deposit account.

Note :- Such bill should be endorsed "not payable in cash, but by transfer account" and head "special contingent bill for the financial year 19 ."

The following certificate shall be added and signed by the Superintendent when drawing the sum referred to in clause (c) of sub-rule (1) above :-

Certified that I have satisfied myself that the sum of Rs. __________ at the rate of Rs. 16 per head has been paid to __________ lower subordinates of this district who were enlisted prior to the 1st April, 1905 and who have ceased to be members of the clothing fund.

(3) In the event of the allotment on account of clothing and equipment being reduced for any reason, the amount in question shall be deducted both from the police deposit account and the budget allotment by means of entries on the disbursement side of the general cash book, contingent register and the cheque book. The necessary intimation shall at the same time be made by the Superintendent direct to the Accountant-General, with a view to the necessary correction being made in that officer's books and those of the treasury officer concerned.

10.113-A. Contingent charges not to be drawn as an advance. - The postponement of payment for charges incurred, or the drawing of money not required for immediate dis-

bursement is strictly prohibited. When it is necessary to advance funds to a police officer or contractor for the purchase of materials for the carrying out of Government work, the Superintendent of Police is responsible that receipt vouchers, showing that the full amount has been actually spent on purchase of such material, shall be obtained within one month in support of the contingent bill on which the sum for advance payment was drawn.

10.113-B. Money which lapses. - Money drawn against the budget allotment of disbursing officers, but not spent up to the 31st March will lapse to Government and must be refunded to the treasury by short drawal. Such sums can only be drawn again from the fresh budget allotment and under a fresh order of the proper sanctioning authority.

10.114. Contingent charges pertaining to a month. - Contingent charges are to be recorded as charges of the month in which they were actually disbursed from the treasury; and if an abstract contingent bill headed as belonging to one month be presented or represented for payment in the next, it will be returned for correction, as it must be treated in the accounts as a charge of the month in which the money is actually disbursed from the treasury. (Article 90, Civil Account Code).

10.115. Inter-departmental transfers. - (1) Detailed rules on this subject are contained in Rule 8.21 of Punjab Financial Rules Volume I (Financial Hand Book No. 2). Payments of amounts due by one public department to another should ordinarily be made by book transfer.

(2) Work bills received from other departments for articles supplied should be checked and, if correct, passed without delay by countersigning both copies. The amount of all work bills so passed shall be added below the total of disbursement in the grand total of the next abstract contingent bill presented for payment, entries to correspondent being made in the appropriate columns of the contingent register. Of the two copies of the bill one shall be returned to the sender, and the other placed in the appropriate monthly file of receipt vouchers (rule 10.35). A note should be made in red ink on the copy to be returned to the sender showing in which months departmental return credit has been taken for the volume of the supply.

10.116. Expenditure for other Officers. - Contingent expenditure may be incurred for other officers of the Police Department up to Rs. 50 in the circumstances covered by Article 112, Civil Account Code. Where expenditure of more than Rs. 50 is thus incurred in one financial year application should be made for an extra budget grant.

10.117. Railway warrants. - (1) Railway warrants in Form No. 10.117(1) shall be issued only in cases of emergency or when the amount available in the permanent advance is not sufficient to meet the cost of the fares of the party or individual police officer proceeding on duty by rail, and for constables proceeding on courses of training. Books of railway warrant forms shall be kept in the office of the Superintendent under lock and key in charge of the head clerk. One book at a time may be issued to the Lines Officers, who may issue warrants under the restrictions set forth above. The book shall be kept under lock and key and the Lines Officer shall be held personally responsible for its proper use. Warrants may be used by Police Officers when travelling by rail on duty. They must not be used in lieu of leave warrants issued free to members of the Punjab Railway Police under rule 2.120 of the Travelling Allowance Rules - *vide* sub-rule 10.117(3) below. Detailed instructions for the use of warrants are given on the back of the form.

(2)*(a)* When a party to whom a warrant has been issued returns, the senior police officer shall hand in the foil of the railway warrant headed "for Superintendent of Police" to the Lines Officer, who after noting on the corresponding counterfoil "Duplicate received

back on ....(date) and forwarded to accountant" shall forward the foil in question to the accountant for record. This will ensure copies being available both in lines and the office for checking travelling allowance bills. The gazetted officer in charge of lines shall check the railway warrant book once a month and sign each counterfoil in token of having satisfied himself that its use was really necessary. All the foils received by the accountant during a month shall then be entered in a statement showing the number, date and amount of each warrant, and this statement, after being countersigned by the Superintendent, shall be forwarded to the Accountant-General not later than the 10th of the month following that to which the warrants relate. These statements will be compared in the Audit Office with the third foils and bills received from the Railway Department. It is the duty of the Superintendent when checking foils of Warrants, to satisfy himself that they have all been properly issued and properly used, and to inflict and recover penalties for improper use. Any police officer using a railway warrant contrary to these rules shall, in addition to undergoing such other penalty as a competent authority may award, be required to refund the amount of the fares entered in the warrant. Such deductions shall be credited in the treasury, either in cash or by short- drawal.

(b) If the travelling party is required to return to the place of departure, the officer issuing the warrant for the outward journey shall issue also a second warrant for the return journey; but if the return journey will start from a station in another province, money for the purchase of railway fares for such return journey shall be advanced to the ways fares for such return journey shall be advanced to the officer in charge of the party before it departs on its outward journey. If a warrant for a return journey is lost or mislaid, the officer in charge of the party shall obtain an advance for the purchase of necessary fares from the permanent advance of the nearest police officer, whether in the same or another district.

(3) Members of the Punjab Railway Police whose homes lie in areas not served by the North-Western Railway may, when proceeding on leave to their homes and returning from such leave, be granted warrants for the fare by rail to which they are entitled under Travelling Allowance Rule 2.15, provided that -

(i) they would be eligible for free passes if they were living within an area served by the North-Western Railway, and

(ii) the number of warrants shall not exceed three return warrants per man in one year. (Rule 2.120, T.A. Rules).

Note :- The North-Western Railway Administration have agreed to the issue of return tickets (ordinary or week-end) on presentation of a warrant and use should be made of this concession whenever the nature of the duty for which the journey is undertaken permits of its utilisation. The fact that return tickets are required should be indicated by the word "Return" written in bold letters in red ink across the top of the form.

10.118. Tour charges. - (1) arching establishments may be entertained by the following officers whilst they are in camp and when their camps are necessarily kept up, subject to the maximum number of the servants shown against them.

Superintendents, Assistant and Deputy Superintendents	One Khalasi at Rs. 13 per mensem.
Inspector-General and Deputy Inspector-General	Two Khalasis at Rs. 13 per mensem each.

(2) In every case where Government tents are taken by gazetted officers on tour, whether for their own or their office use or for that of their private servants, half the carriage will be borne by Government and the other half shall be paid by the officer or officers using the tents.

(3) Tents occupied by inspectors and sub-inspectors of police (including European sergeants) on tour, and tents occupied by police guard or chaprasis will be carried wholly at Government expense. All such charges as well as those incurred in connection with the

carriage of office registers, records, stationery, etc., taken on tour will be shown under contingent head "Tour Charges". The scale of tentage authorised is given in rule 5.20.

10.119. Record. - Applications and bills appertaining to the payments of each class of contingent charges shall be kept in monthly files and arranged according to the serial numbers of the vouchers, the relevant voucher number being quoted in red ink on the top of the relating to it.

PART VII

TRAVELLING ALLOWANCE

10.120. Sphere of duty. - The sphere of duty for purposes of travelling allowance has been defined (Rule 1.23, Travelling Allowance Rules) as follows for different classes of police officers :-

Sr. No.	Class of Officer	Sphere of duty	Authority competent to allow journeys beyond sphere of duty	Extent
1	2	3	4	5
1.	The Deputy Inspector-General of Police, Criminal Investigation Department, Punjab and Gazetted Officers of Government Railway Police and Criminal Investigation Department	The Province	Inspector-General of Police	Full powers in individual cases, provided that the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case
2.	Deputy Inspectors-General of Police Ranges	Respective Range	Ditto	Ditto
3.	The Assistant Inspector General of Police, Punjab	The Province	Inspector-General of Police	Full power in individual cases, provided that the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case.
3A.	Commandant, Provincial Armed Police, East Punjab	Ditto	Ditto	Ditto
4.	Gazetted Officer attached to districts	The boundaries of their districts	Deputy inspector-General of Police	Ditto
5.	Prosecuting Inspectors and sub-inspectors and Reserve, City and Cantonment Inspectors.	Their headquarters stations	The Superintendent of Police under whose orders they are serving	Ditto
6.	Inspectors, Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and Constables of the C.I.D., Punjab	The civil station of Lahore or any other stations to which such officer may be posted temporarily or permanently by specific order	The Superintendent of Police under whose orders they are serving	. .
7.	Inspectors, Sergeants, Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and Constables of the Government Railway Police, Punjab.	The Railway Police District	The Assistant Inspector-General, Government Railway Police	Full power in individual cases, provided that the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case.

8.	Other Inspectors, Sergeants, Sub-Inspectors and Assistant Sub- Inspectors.	The boundaries of their district	The Superintendent of Police under whose orders they are serving	Ditto
9.	Other Head Constables and Constables	The boundaries of the tahsil within which their head-quarters are situated	The Superintendent of Police under whose orders they are serving	Full powers in individual cases provided that the absence is for reasons of a public nature which should be stated and does not exceed 14 days in each case
10.	Inspectors, Sergeants, Head Constables and clerks of Motor Vehicles inspection Staff	Headquarters of the group	Superintendent of Police of the district in which group headquarters are fixed	Ditto

Note :- A Police Officer acting in the exercise of his legal powers does not require prior sanction to proceed beyond his sphere of duty.

10.121. Rates of travelling allowance admissible to police officers. - Appendix 10.121(a) and (b) show the rates of travelling allowance admissible to police officers for different classes of journey.

10.122. Mileage allowance. - A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey on the principles explained in rule 2.25, Travelling Allowance Rules. Mileage allowance will ordinarily be granted by the route which is the cheapest and most expeditious.

10.123. Point of commencement and end of journey. - The point in any station at which a journey is held to commence or end is the chief public officer or such other point as may be fixed for the purpose by the local Government. (Rule 2.27, T.A. Rules). A list of points thus fixed is given in Appendix D of the same rules.

10.124. Mileage allowance for journeys by railway, sea or by river steamer. - For the purpose of calculating mileage allowances by rail and steamer the class of accommodation sanctioned for a police officer in rule 10.121 is further defined as follows (Rules 2.19 and 2.32 of the Punjab Travelling Allowance Rules) :-

Class of accommodation	By railway	By sea or by river steamer
First class	Highest class	Highest class
Second class	Second, or if the line by which he travels provides no second class accommodation on any train the highest class	Second Class - If there be two classes only on the steamer the higher class; if there be more than two classes, middle or second class
Intermediate class	(1) On any railway which provides no intermediate class accommodation on any of the trains which at the stop stations to and from which stop stations to and from which police officer is travelling-	(1) If there be two classes only on the steamer the lower class If there be three classes, middle or second class; If there be four classes third class

	(i) Where there are two classes only, lower class and, Provided that a competent authority may direct that any Government servant whose pay does not exceed Rs. 45 is entitled for journeys generally or for particular journeys, to accommodation in the lowest class *(ii)* Where there are three classes, second class if his pay is not less than Rs. 100 and third class if it is less than Rs. 100. (2) On any railway which provides intermediate class accommodation on trains which stop at the stations to and from which he is travelling, intermediate class.	Provided that a competent authority may direct that any Government servants whose pay does not exceed Rs. 45 is entitled, for journeys generally or for particular journeys, to accommodation in the lowest class
Third class	Lowest class	Lowest class

Note :- In cases where the intermediate or third class railway fare is higher for journeys made by faster trains than it is for journeys made by other trains, police officers entitled to the intermediate or third class of railway fare will not in general be allowed to draw mileage allowance regulated by the higher rate unless special reason can be shown for the necessity of travelling by the faster train and, in the case of transfers and recalls from leave, such mode of travel was expressly ordered in advance.

10.125. Mileage allowance for journeys by road. - (1) For the purposes of these rules, travelling by road includes travelling by sea or river in a steam or motor launch or in any vessel other than a steamship, and travelling by canal.

(2) In calculating mileage allowance for journeys by road, fractions of a mile should be omitted from the total of a bill for any one journey but not the various items which make up the bill.

(3) If a police officer travels by stage carriage he can receive $1\frac{2}{3}$ fares actually paid in exchange for mileage. (Rules 2.38-2.40 of T.A. Rules).

10.126. Mileage allowance for journeys performed by motor car or motor cycle. - Police officers travelling by motor car or motor cycle between places connected by railway may be allowed mileage allowance; provided that the Inspector-General or the Deputy Inspector-General in respect of journeys by officers serving under them within such officer's districts, certifies that the journey was performed in the public interest. (Rule 2.41, T.A. Rules). For the purpose of this rule the fact that a motor car or cycle may be required for duty within the limits of another station is not in itself sufficient justification for a claim.

10.127. Journey by Special conveyance. - When a police officer is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules, he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate signed by the officer ordering the journey and countersigned by the controlling officer, that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary. (Rule 2.45 T.A. Rules).

10.128. Defination of tour. - A police officer is on tour when absent on duty from his headquarters either with in, or, with proper sanction (vide rule 10.120), beyond his sphere of duty. A journey to a hill station is not treated as a journey on tour. (Rule 2.47, T.A. Rules)

10.129. Distance to be travelled before daily allowance is admissible. - Daily allowance may not be drawn for any day on which a police officer does not reach a point outside a radius of five miles from his headquarters or returns to his headquarters from a similar point. The actual amounts which may be spent on tolls and on fares for journeys by railway or other public conveyance within five miles of headquarters may be drawn. (Rule 2.54, T.A. Rules.)

Note :- The term of five miles should be interpreted as meaning a distance of five miles by the shortest practicable route by which a traveller can reach his destination by the ordinary modes of travelling.

10.130. Halts on tour. - Daily allowance may be drawn for a halt on tour or on a holiday occurring during tour, provided, as a general rule, that the halt in any one place does not exceed ten days. After a continuous halt of ten days, the halting place is ordinarily regarded as the officer's temporary headquarters. For the method of calculating the duration of a halt, and the conditions under which daily allowance for prolonged halts may be granted, Travelling Allowances Rules 2.55 to 2.57 should be consulted.

10.131. Mileage allowance on tour. - (1) When a journey by road only is performed mileage allowance may be drawn in addition to daily allowances for such portion of the journey as is in excess of *(a)* 25 miles if the journey starts from and ends with the same place on the same day; and *(b)* 15 miles in other cases. If, however, the mileage for the first 25 or 15 miles (as the case may be) be less than the daily allowance, mileage should be drawn instead of daily allowance, provided the mileage calculated for the entire journey be not less than the daily allowance. For journeys from headquarters and back not exceeding 25 miles performed on the same day to a place beyond a radius of 5 miles the travelling allowance drawn should be mileage allowance or daily allowance whichever is less.

(2) For journeys by rail or steamer, in addition to the rates admissible for such journeys, half daily allowance may be drawn for the days of departure and arrival including days of departure from arrival at headquarters.

(3) When on any day, a journey by road is combined with a journey by railway or steamer or both, a police officer other than a constable, may draw in lieu of his daily allowance, mileage allowance in respect of the journey by rail or steamer or both *plus* either (1) half daily allowance or (2) if the journey by road does not exceed (a) 25 miles if it starts from and ends with, the same place on the same day, and (b) 15 miles in other cases, mileage allowance restricted to daily allowance. If these limits are exceeded he may draw in addition mileage allowance for the excess number of miles. Mileage allowance under this rule is calculated to and from the railway station.

Note 1 :- Short journeys within a radius of five miles from headquarters may not be added to other journeys when calculating the distance travelled by road or the amount of mileage allowance admissible for road journeys.

Note. 2 :- In the case of a journey by a sub-inspector or assistant sub-inspector the place visited must be beyond his jurisdiction.

(4) When a journey by road is performed in a private motor vehicle, which is not the property of the Government servant travelling, travelling allowance will be regulated by rule 2.159 of the Travelling Allowance Rules.

Note 1 :- When two or more Government servants travel in a motor vehicle belonging to one of them, the travelling allowance of the owner of the vehicle will be regulated by the ordinary rules, and the travelling allowance of the other Government servants, travelling with the owner, will be regulated by the rule referred to in sub-rule (4) above even though they may have incurred some expense for the use or propulsion of the vehicle in question.

Note 2 :- The words "private motor vehicle" used in sub-rule (4) do not include public motor vehicle plying for hire. (Rules 2.59-2.61-A T.A., Rules).

10.132. Rules specially applicable to constables. - The following provisions apply to constables as distinct from other ranks in the police force :-

(i) For journeys by rail, mileage allowance may be drawn in addition to daily allowance for each day. (Rule 2.63(a), T.A. Rules).

(ii) For journey by sea or river steamer, daily allowance at double the rate ordinarily admissible to him may be drawn in addition to mileage allowance, provided that, whatever be the nature of other journeys which may be combined with the steamer journey no further daily allowance may be drawn for any day for which this double allowance is drawn. (Rule 2.63*(b)*, T.A. Rules).

(iii) For a journey by road mileage and daily allowance at the rates allowed for "inferior service" are admissible on the same terms as for other police officers (rule 10.121) and, on any day when a constable travels by public or hired conveyance, mileage allowance may be drawn instead of daily allowance provided the head of the office certifies the necessity of such mode of travel. If, however, the journey is performed in a private motor vehicle (belonging to another Government servant) for the use of or propulsion of which he does not incur any expense, he will draw daily allowance only in respect of this journey and no mileage allowance be drawn.

(iv) For a journey by road combined with journey by railway or steamer, or both, the allowances admissible for the rail or steamer journeys under clauses *(i)* or *(ii)*, as the case may be, and for road journeys under clause *(iii)* subject to the restrictions in clause *(ii)* regarding daily allowance (Rule 2.63, Travelling Allowance Rules).

10.133. When travelling allowance for journeys on tour is inadmissible. - Except in the case mentioned below, police officers, including those in the Criminal Investigation Department, below the rank of Inspector are not entitled to travelling allowance for journeys on tour within their sphere of duty (as defined in rule 10.120) other than journeys by rail or steamer.

Exception No. 1 - Sub-inspectors and assistant sub-inspectors are entitled to draw daily allowance at the ordinary rates for all journeys on duty :-

(a) of more than 10 miles from their headquarters if they travel by a motor conveyance;

(b) of more than 15 miles from their headquarters if they travel by any other mode of conveyance;

Provided that in both cases if the sub-inspector or assistant sub- inspector is attached to a police station, the place to which he travels is beyond the limits of the police station.

Note :- In the case of a road journey combined with a journey by railway or steamer or both and which exceeds the limits laid down is exception I, the travelling allowance admissible to Sub-Inspectors and Assistant Sub-Inspectors shall not exceed the amount admissible under rule 2.66 of the Travelling Allowance Rules.

Exception No. II - Head Constables and Constables may draw actual expenses for journeys by boat where this is the ordinary mode of travelling.

Exception No. III - Police officers attached under proper authority to the camp of magistrates or gazetted police officers as court or personal orderlies.

Exception No. IV - Police Officers employed as clerks in district or railway police offices.

Exception No. V - A police officer below the rank of Inspector may draw travelling allowance for a journey performed by motor omnibus or other road vehicle either within or beyond his sphere of duty -

(a) between places not connected by rail, or

(b) between places connected by road as well as by rail when the road route is the shorter; or when the journey by rail, although shorter in distance, would cause inordinate delay :

Provided that the Superintendent of Police certifies on the travelling allowance bill that the journey was necessary in the public interest and that no other form of travelling allowance has been drawn.

Note 1 - In certifying that the journey was necessary in the public interest the Superintendent of Police shall verify that the purpose of the journey was one for which travelling allowance is ordinarily admissible under the provisions of the Punjab Travelling Allowance Rules.

Note 2 - *See* also Police Rule 22.43.

Exception No. VI - The staff employed on the mobile police patrol when the distance travelled is more than 20 miles from headquarters. (Appendix to the Travelling Allowance Rules).

Exception No. VII - Sergeants of Police employed to control motor traffic on the Rawalpindi-Murree and Pathankot-Dharamasala roads will be entitled to draw daily allowance for any day on which they are absent from their headquarters for more than eight consecutive hours.

Exception No. VIII - Police Officers are permitted to draw travelling allowance of journeys by road within their sphere of duty made in public motor vehicles; provided that the amount is not more than the railway fare between the two places and provided also that the journeys if it had not been performed by a public motor vehicle would have been performed by rail.

Exception No. IX - Police Officers below the rank of Inspector may draw travelling allowance within their sphere of duty for journeys performed by road which are certified to be necessary in the public interest by the Superintendent of Police, - vide Exception V in Appendix-4 of the Punjab Travelling Allowance Rules.

10.134. Special provisions regarding tours. - (1) The Inspector-General may authorise a police officer, who is compelled by a sudden emergency to leave his camp and travel rapidly to a place more than twenty miles distant, to draw, in addition to mileage and daily allowance, the actual cost of maintaining his camp, up to the amount of the rate of daily allowance admissible to such officer. (Rule 2.64, T.A. Rules).

(2) The Inspector-General may, by special order in each case, allow an officer to draw in addition to daily or mileage allowance or both, the actual cost of transporting by rail or boat his horse, motor car or other means of conveyance and camp equipment, provided he is satisfied that the interests of the public service are served by such action. (For detailed conditions see rule 2.66, T.A. Rules).

(3) Tent pitchers, not being enrolled police officers, may draw allowance, when accompanying an officer on tour for which travelling is not drawn for more than two men of the menial establishment. Constables employed as tent pitchers will draw the travelling allowance admissible to their rank. [Rule 2.50 (note 3) T.A. Rules].

(4) By special order in each case the Inspector-General may permit the recovery of the actual cost of maintaining camp equipage during halts at or within a five-miles radius headquarters (Rule 2.71, T.A. Rules).

10.135. Travelling allowance admissible to Railway Police. - The special provisions governing the travelling allowances admissible to railway police officers on tour are contained in rule 2.68 of the Travelling Allowance Rules. The Assistant Inspector-General, Government Railway Police, is responsible that those provisions are understood and observed by police officers and clerks serving under him. (Rule 2.68, T.A. Rules).

10.136. Travelling allowance for joining first appointment. - (1) Persons appointed direct from outside Government service to a post, whether permanent or temporary in the Police Department above the rank of head constable (or in the case of clerical cadre, above the grade of junior clerk) shall at the discretion of the Inspector-General of Police, be permitted to draw travelling allowance for a journey performed in order to join such appointment at the rates authorised for that appointment for a journey on tour provided that the journey actually necessary in the circumstances of each case is over 100 miles, and that in no case shall allowance be drawn for any halt in the course of such journey (Rule 2.80 of Travelling Allowance Rules).

(2) The concession contained in this rule does not include a journey by a candidate to attend a medical or selection board or to obtain a health certificate.

(3) The case of the journey of a probationary Assistant Superintendent of Police appointed in England from the port at which he lands in India to the station to which he is ordered to proceed is governed by rule 2.78 of the Travelling Allowance Rules.

(4) A person, to whom travelling allowance has been granted on first appointment under this rule, may on the cessation of his temporary employment, be granted Travelling Allowance to return to the place at which he was engaged, under the conditions prescribed in rule 2.116 of the Travelling Allowance Rules.

10.137. Rates of travelling allowance under this rule. - Travelling allowance under rule 10.136 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys. (Rules 2.79 and 2.117, T.A. Rules).

10.138. Travelling allowance on transfer. - Travelling allowance may be drawn on transfer from one station to another for the public convenience, if the police officer concerned is entitled to pay during the period occupied by the journey, but not otherwise, unless the authority sanctioning the transfer for special reasons which should be recorded authorises such allowance. (Rules 2.82 and 2.90, T.A. Rules).

Travelling allowance is not admissible to an officer, who is transferred at his own request or in consequence of misconduct unless the authority sanctioning the transfer, for special reasons, which should be recorded otherwise directs. Travelling allowance for such journeys shall be calculated according to rule 2.84 and 2.89 (as regards police constables) of the Travelling Allowance Rules.

10.139. Jurisdiction of claim. - Countersigning and controlling officers are required to satisfy themselves that claims, especially those in regard to transport of conveyances and personal effects, are reasonable. Claims must be supported by certificates showing *(a)* in the case of families, the numbers and relationship of those for which claim is made, *(b)* in the case of conveyances and personal effects, details and, if possible, the original receipts for the payments made, together with a certificate that the actual expense incurred was not less than the sum claimed. (Rules 2.174*(c)*, 2.84(C), 2.84(B), T.A. Rules).

10.140. Special cases. - In the following special cases allowances may be drawn according to the rules of the Travelling Allowance Rules quoted against each :-

(i) When in consequence of transfer or deputation an officer's family has to be sent to station other than his new headquarters. (T.A. Rule 2.86).

(ii) When an officer is allowed to hand or take over charge at a place other than his headquarters. (T.A. Rule 2.85).

(iii) When an officer is appointed to a new post while in transit, takes leave before

joining, or while in transit to his new post, or is posted to a new station on return from leave. (T.A. Rules 2.91 to 2.94).

10.141. Allowances to Railway Police on transfer. - Railway police officers on transfer within railway police jurisdiction are entitled to the allowances prescribed by rule 2.88 of the Travelling Allowance Rules but police officers transferred from the railway to the district police, or *vice versa,* are entitled to allowances on the scales prescribed in Appendix 10.121*(b)*.

10.142. Travelling allowances for journeys to and from hill stations. - Special rules which govern the grant of travelling allowances to the Inspectors-General, Criminal Investigation Department, and officers and clerks of their offices moving to and from Simla with the headquarters of Government are contained in Appendix J of the Travelling Allowance Rules. The rules governing the move to hill stations within their spheres of duty of Deputy Inspector-General of Ranges are contained in Appendix K of the same rules.

10.143. Allowances to officers travelling to a hill station by order of a superior authority or within their sphere of duty. - Up to a limit of ten days or the time required for the performance of a specific duty whichever is less, officers may draw travelling allowance as for a journey on tour for visits to hill stations within their sphere of duty or to a hill station by order of superior authority. If the stay be prolonged beyond that limit, all travelling allowances for the period of the stay and for journey between the hill station and the station visited immediately before and after the halt at the hill station, will be forfeited. (Rule 2.96, T.A. Rules).

Notwithstanding the above restrictions, the Inspector-General may allow, by special order in each case, extended halts or the extension of the stay during holidays or casual leave, and, with the sanction of the provincial Government may allow travelling allowance to an officer retained for duty in a hill station on expiry of casual leave.

Travelling allowance bills of all gazetted officers on account of visits to or halts at hill stations require the counter signature of the Inspector-General.

10.144. Officers permitted to perform their duties at a hill station for their own convenience. - Police Officers, other than Deputy Inspectors-General of Ranges, whose case is covered by rule 10.143 above, who perform their duties at a hill station for their own convenience, are entitled to no travelling allowance either for the period of their stay, or for the journeys between the hill station and their headquarters in the plains, or the place in the plains which they visit in the course of a tour immediately before proceeding to or after leaving the hill station. Deputy Inspectors-General are responsible for the correct observance of this rule. (Rule 2.97, T.A. Rules).

10.145. Visits to hill stations within sphere of duty. - A Superintendent of Police is permitted to take his work to any hill station situated within the limits of his district under the following conditions :-

(a) He may spend two periods of not more than fifteen days each at such hill station between 15th May and 15th October with the permission of the Deputy Inspector-General and with the concurrence of the Deputy Commissioner. The grant of travelling allowance will be subject to the rules in part II - class A of Appendix K of the Travelling Allowance Rules.

(b) If he proceeds on duty to such hill station between the same dates and draws travelling allowance and halting allowance for ten days under rule 10.143 he shall forfeit the right to one period of 15 days recess for each occasion on which travelling and halting allowance are so charged.

(c) When more than one Superintendent of Police is posted to the district, one such officer shall remain at headquarters or on tour in the plains during the period that any other such officer is taking a recess in the hills.

(d) In the case of the Superintendent of Police, Rawalpindi, the two periods of 15 days apply, but not clause *(b)*.

10.146. Allowance for journeys to attend departmental or language examinations. - (1) A police officer is entitled to draw travelling allowance as for a journey on tour but excluding any halts on the journey for the journey to and from the place at which he appears for an examination of any of the following kinds :-

(a) An obligatory departmental or language examination.

(b) An examination in the Pashtu or Baluchi language, subject to permission to appear in the examination having been obtained in advance from the Inspectors-General.

(c) The prosecuting inspectors' examination, provided the officer has permission to attend.

(d) Any other examination to which this concession may from time to time be extended. (Rule 2.98 T.A. Rules).

(2) The grant of travelling allowances under the above rule is subject to the following conditions :-

(a) travelling allowance shall not be drawn under this rule more than twice for any particular examination or standard of examination; and

(b) the Inspector-General may disallow travelling allowance under this rule to any candidate who, on the showing of the report of the board of examiners -

(i) has culpably neglected the duty of preparing himself for an obligatory examination, or

(ii) does not display a reasonable standard of proficiency in an examination which is not obligatory,

(iii) in the case of the prosecuting inspectors examination, does not pass in at least one subject.

(3) A police officer who obtains a reward for proficiency by any standard in an original language, or who for the first time obtains a degree of honour in any languages, in the second division is entitled to draw travelling allowance for the journey to and from the place of examination.

Note :- These concession may be extended with the sanction of the Provincial Government to officers who, during or while travelling to attend the examination, were on leave on average pay not exceeding four months.

(4) Accepted candidates for the post of prosecuting inspector may be permitted to draw travelling allowance for journeys to attend departmental examinations to and from the place of such examinations, provided that :-

(i) in each case the candidate passes in at least one subject at the examination for attending which travelling allowance is claimed; and

(ii) in no case can travelling allowance be drawn more than twice in respect of any one complete examination. (Appendix L of the T.A. Rules.)

10.147. Travelling allowance to officers on leave. - Except as provided in the note to rule 10.146 travelling allowance may be drawn by Government servants in the police department for journeys performed while on leave only under the following circumstances:-

(i) to an officer compulsorily recalled to duty one month or more before the expiry of his leave - mileage allowance for journey from the place at which the order

of recall reaches him, are from the port of landing in cases of recall from overseas, to the station to which he is recalled. The authority ordering the recall has discretion to grant mileage allowance if the leave is curtailed by less than one month. (Rule 2.108, T.A. Rules). Allowances cannot be drawn under this rule in addition to those admissible under rule 10.140(3).

(ii) to a non-gazetted officer compulsory recalled from leave exceeding four months and posted, on pay not exceeding Rs. 400 per mensem, to a station more than 200 miles distant from his old station - allowances as for a journey on transfer for himself and his family, subject to the *maxima* and conditions prescribed in rule 2.84 of the Travelling Allowance Rules. (Rules 2.110, Travelling Allowance Rules).

10.148. Travelling allowance for journeys to give evidence. - The following provisions govern the grant of travelling allowance to a police officer who is summoned to give evidence -

(a) in a criminal case, a case before a court-martial, a civil case to which Government is a party or a departmental enquiry held by a properly constituted authority in British India, or

(b) before a court in an Indian State or in foreign territory :

Provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties :-

(i) He may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him.

(ii) When he draws travelling allowance, he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to Government.

(iii) If the court in which he gives evidence is situated within five miles of his headquarters and no travelling allowance is therefore admissible for the journey, he may accept such payment of actual travelling expenses as the court may make. (Rule 2.118, T.A. Rules.)

Note. 1 - A police officer summoned to give evidence who has to undertake a journey for the purpose while on leave is entitled to the concession described in this rule.

Note. 2 - When a police officer summoned as a witness in a criminal case, or in a civil case to which Government is a party, claims travelling allowance under this rule a certificate from the court should be attached to the bill showing that he has been paid no travelling or subsistence allowance under the rules of the court.

10.149. Payment of expenses in cases where travelling allowance is not drawn. - A police officer summoned to give evidence in circumstances other than those described in rule 10.148 is not entitled to any payments other than those admissible by the rules of the court. If the court pays him any sum as subsistence allowance or compensation, apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence. (Rules 2.120, T.A. Rules).

10.150. Travelling allowance to Police officers charged in criminal civil cases. - The local Government may sanction travelling allowance under rule 10.148 in cases in which police officers are compelled to answer criminal or civil cases brought against them in respect of acts done by them in the discharge of their official duty, and in which Government has decided to undertake their defence at the public cost. (Rule 2.121, T.A. Rules).

10.151. Travelling allowance for the journeys to obtain medical advice. - (1) If, owing to there being no Government medical officer at the station at which he is posted, a police officer is compelled to travel to another station, he may, on production of a certificate from the medical officer consulted that the journey was absolutely necessary, draw travelling allowance for the journey; but this concession is not authorised for journeys to consult a dentist. (Rule 2.122, T.A. Rules).

(2) Travelling allowance may similarly be drawn for a journey to obtain a medical certificate, but not for one to obtain countersignature on such a certificate. (R.2.123, TA Rls.).

(3) Prior sanction of the controlling officer is necessary for journeys of the nature referred to in sub-rules (1) and (2) above, if risk to the officer requiring medical advice is not entailed by the delay thereby involved. (Rule 2.124, T.A. Rules).

(4) The grant of travelling allowance to a member of a superior civil service, who is of non-Asiatic domicile serving in a station where there is no medical officer appointed by Government to attend him, or his family, is governed by rules 2.121-A and 2.121-B, of the Travelling Allowance Rules.

10.152. Journey to appear before a medical board preliminary to retirement. - (1) A police officer who is directed by his official superior, in the interests of the public service, to apply for an invalid pension may, if he be required to make a journey in order to appear before a medical board, draw his actual travelling expenses, subject to a maximum of the amount of travelling allowance calculated for the journey. If it be necessary for him to return to his headquarters after appearing before the medical board, he may draw his actual expenses subject to the same maximum. In both cases his travelling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interests of the public service, and that he did not voluntarily ask to retire. (Rule 2.126, T.A. Rules).

(2) The Inspector-General may allow actual expenses, as limited by the above rule, to be drawn by a police officer who voluntarily applies for an invalid pension; provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession. (Rule 2.127, T.A. Rules).

(3) A Government servant who has been directed to apply for, or, is in receipt of, a wound or disability pension from provincial revenues, may, for the journeys made to obtain a certificate from a Medical Board for the grant of or the continuance of his pension, draw his actual expenses, subject to a maximum of the amount of travelling allowance calculated for the journey from his headquarters to the place where the Medical Board is held and back. (Rule 1.126-A, T.A. Rules).

(4) Except as provided above no travelling allowance is admissible for a journey undertaken in order to appear before a medical board. (Rule 2.128, T.A. Rules).

Note :- Travelling allowance under this and rule 10.151 should be calculated as for a journey on tour but no allowance may be drawn for halts on the journey (Rules 2.129, Travelling Allowance Rules).

10.153. - Travelling allowance for journeys during a course or training (1) Police officers are authorized to draw travelling allowance as follows for journeys in connection with a course of training :-

(a) for the original journey from his place of posting to the place of training and for the journey on return at the conclusion of the course, whether to the same or to another place of posting, at the rates authorized for a journey on transfer, if the course exceeds six weeks in duration; otherwise at the rates authorized for a journey on tour.

(b) for journeys on duty performed under due authority during the course of training at the rates authorized for journeys on tour.

(2) When a course training is divided into two or more terms, each of more of six weeks in duration, travelling allowance for journey performed from the place of training and back to it again at the end of one term and the beginning of the next shall, if the interval has been spent in a continuation of training in some other place, ordinarily be drawn at the rate authorized for journeys on tour; provided that the Deputy Inspector-General in control of the course of training in question may, by special order in each case, permit the allowance to be drawn at the rates authorized for journeys on transfer, if satisfied that the actual expense unavoidably incurred merits such concession. If the interval between two terms is treated as vacation, no travelling allowance will be admissible for journeys performed in proceeding on or returning from such vacation.

(3) The officers, who are required to sign and countersign bills in which claims under sub-rule (f) above are made, shall take special care to prevent abuse of the concession authorized. Claims for the cost of conveying personal effects by goods train should not be admitted without special reasons in each case, and no claim for the transport of a motor cycle or other conveyance will be allowed, unless the officer making such claim has been actually ordered by the Inspector-General to maintain such conveyance at the place of training.

Note :- For rules relating to travelling allowance admissible to police officers permitted to attend a course of physical training beyond their sphere of duty, refer to Order III in Appendix O of Travelling Allowance Rules.

10.154. Travelling allowance for journeys as sick-attendant. - Journeys performed in attendance on a sick Government servant on the authority of the Civil Surgeon are counted as duty, and travelling allowance as for journeys on tour may be drawn for the outward and return journey. (Rule 2.130, T.A. Rules).

10.155. Travelling allowance when means of conveyance is supplied free of charge. - When any police officer above the rank of constable travels on duty by conveyance supplied to him free of charge by Government, a local fund, a Court of Wards Estate or an Indian State, the allowance to which he is entitled will be reduced according to the extent to which free conveyance covered the cost of the journey. The rules regulating claims for such journeys are contained in rules 2.159 to 2.162 of the Travelling Allowance Rules.

10.156. Journeys in connection with polling. - Police officer detailed for duty in connection with the maintenance of order at polling stations or the guarding and escorting of ballot boxes will be entitled to the travelling allowance admissible to them according to their grade as for journeys on tour or escort duty respectively. (Rule 2.173, T.A. Rules).

Note :- The cost of carriage of ballot boxes shall be recovered from Deputy Commissioners.

10.157. Controlling officers. - The Superintendent shall be the controlling officer for the countersignature of all travelling allowance bills of enrolled police officer serving under him in the district. The Principal, Police Training School and the Assistant Inspector-General of Police, Punjab, shall similarly countersign bills of enrolled police officers and clerks serving under them.

Deputy Inspectors-General shall be the controlling officers for the countersignature of all travelling allowance bills of gazetted officers in their ranges and of clerks serving in their offices. Bills of Assistant Superintendents of Police and Deputy Superintendents of Police shall be first countersigned by the Superintendent under whom they are serving, before submission to the Deputy Inspector-General. The Assistant Inspector-General,

Railway Police, the Deputy Inspector-General, Criminal Investigation Department and the Principal, Police Training School, Phillaur, are controlling officers for the bills of gazetted and enrolled police officers and clerks serving under them.

The officers specified are prohibited from delegating their authority of countersignature.

10.158. Responsibility of controlling officers. (1) It is duty of a controlling officer, before signing or countersigning a travelling allowance bill -

(a) to scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt, if he considers that a journey was unnecessary or unduly protracted, or that a halt was of excessive duration;

(b) to scrutinize carefully the distance entered in travelling allowance bills;

(c) to satisfy himself that, where the actual cost of transporting servants, personal effects, etc., is claimed under these rules, the scale on which such servants, effects, etc., were transported was reasonable, and to disallow any claim which, in his opinion, does not fulfil that condition;

(d) to exercise care that there is no evasion or breach of the fundamental principle of travelling allowance laid down in fundamental rule 44, *viz*., that the allowance is not to be a source of profit, especially in the case of journeys by road performed by motor-car; and

(e) to ensure that departmental rules regarding the preparation, submission and payment of travelling allowance bills are correctly followed (Rule 2.174, T.A. Rules).

(2) The scrutiny to be exercised before signing and countersigning bills of enrolled police officers and clerks is prescribed in rule 10.160. To enable a proper check to be kept on the claims of gazetted officers and to prevent the allowances for one journey from being charged twice the Inspector-General and Deputy Inspectors-General shall maintain a register in Form No. 10.158(2).

10.159. Travelling allowance bills forms. - Gazetted officers, bills shall be prepared in Civil Account Form No. 2 and those of enrolled police officers and clerks shall be prepared in Form 10.159*(b)*. The certificates printed on these Forms endorse the necessity of a careful scrutiny by signing and countersigning officers, as directed in rule 10.4.

Note :- Travelling allowance claims for additional police shall be prepared on separate bills from those of the regular establishment.

10.160. Preparation of enrolled officers bills. - (1) Every effort must be made to expedite the submission of claims for travelling allowance of enrolled officers and the preparation and disbursement for the amounts of bills.

(2) Officers-in-charge of police stations and Lines Officers shall insist on the prompt entry by their clerk head constables of all claims for journeys performed by themselves or police officers serving under their orders in Form 10.160(2)(a). This form will remain open for ten days, and all journeys completed within that period shall be entered in it. After ten days it shall be closed and submitted, together with an acquittance roll in Form 10.160(2)*(b)*, duly filled in as regards the first seven columns, to the Superintendent of Police. The bill and all certificates required to be furnished with it shall be signed by the Lines Officer himself and in police stations by the officer-in charge of the police station, or, in his absence by the senior police officer present. A brief abstract showing the

amount of the bill and the dates covered by it, shall be entered in the correspondence register at the time of despatch to headquarters.

(3) Claims for mileage allowance for distances which are not shown in the published polymetrical table of the district or in any available map, or which are otherwise open to question must be supported by the certificate of the officer-in-charge of the police station, within whose jurisdiction the whole or partes of the journey was performed, or by other satisfactory evidence of the correctness of the distance entered in the claim.

Officers preparing travelling allowance claims must scrutinize with special care claims for daily and other allowances for journeys which have caused their subordinates to visit the neighbourhood of their homes. So far as may be possible orders necessitating such journeys should be avoided.

(4) The Superintendent shall, on receipt of the bills mentioned in sub-rule (2) above, have them checked and translated in his office by the bill clerk, whose work, in this connection shall be supervised by the head clerk and accountant. Consolidated bills shall be prepared in the prescribed form, whenever a sufficient number of vernacular bills have been received and checked; this should ordinarily be three times in the month.

(5) The bill clerk, after preparing the consolidated English bill shall, jointly with the accountant, check it carefully with the vernacular bills, and shall then correct and complete the acquittance rolls. The accountant shall make the necessary entries in the Advise Notes and the Cash Distribution Register. The contents of the consolidated bill shall then be entered in the travelling allowance register to be maintained in English by the bill clerk in Form 10.160(5).

(6) When the procedure described above has been completed, the consolidated bills shall be presented at the treasury, together with the necessary requests for cash orders, letters of credit, etc., as in the case of encashment of pay bills. Acquittance rolls will be returned to the disbursing officer together with the advice note.

10.161. Avoidance of delays. - Bills shall, as far as possible, be corrected in the Superintendent's office. No bill shall be returned to the preparing officer for correction except by the order of a gazetted officer, who should satisfy himself that the error cannot otherwise be rectified. Items requiring verification should not be allowed to delay claims on account of other journeys. Such items should either be withheld for further enquiry by officers submitting bills in Form 10.160(2)(a) or excluded from the consolidated bill until verified.

10.162. Acquittance rolls of travelling allowance. - Acquittance rolls shall be given an annual serial number on first receipt by the bill clerk and this number shall be quoted in column 11 of the travelling allowance register. After disbursement of the amounts entered in them, acquittance rolls shall be returned to the office of the Superintendent, and, after being carefully checked by the bill clerk, shall be filled as directed in rule 10.163 in the order in which they are translated in the consolidated bills and the travelling allowance register. The numbers in columns 1 and 2 of the travelling allowance register shall be endorsed in red ink on the top of each vernacular bill.

10.163. Check on disbursement. - It is an important duty of gazetted officers to check the correct disbursement of travelling allowance, which is sometimes inevitably delayed. To facilitate this check the serial numbers and office of origin of all travelling allowance acquittance rolls, which have not so far been returned to the officer, shall be entered in the remarks column of the travelling allowance register on the last working day of each month. These entries shall be initialled by a gazetted officer after comparison with the previous month's entry.

PART VIII
MISCELLANEOUS

10.164. Police Lands Fund. - Revenue and expenditure in connection with police lands (*vide* rule 3.28 *et.seq.*) shall be accounted for in the police lands fund. Payments to this fund shall be made in the manner prescribed in rule 10.50*(b)*. Expenditure from the fund can be incurred, at the discretion of the Superintendent of Police within his budget allotment, on the pay of the establishment sanctioned for each district by the Deputy Inspector-General, on the planting and watering of shade and fruit-trees and ornamental shrubs, and on similar development of the land calculated to improve the appearance and amenities of Police Lines and other buildings. If funds are available after the above purposes have been served, expenditure may be incurred under the specific sanction of the Deputy Inspector-General in each case, on the purchase and upkeep of utensils for the use of cooks in the headquarters lines. Sums for expenditure shall be drawn in abstract contingent bills as prescribed in Appendix 10.111.

10.165. Establishments. - All posts on the establishment of the police lands fund are non-pensionable and can be created only on the authority of the Deputy Inspector-General of the Range. The Accountant-General shall be supplied by each Deputy Inspector-General with a statement of all such posts, and all alterations in the establishments should be similarly communicated.

10.166. Budget estimates and allotments for Police lands fund. - (1) Superintendents of Police shall submit to the Deputy Inspector-General annually on the 1st August budget estimates of police lands fund revenue and expenditure in Form 10.166(1).

(2) Estimates shall be carefully framed on the principles laid down for other budget estimates. The relation between revenue and expenditure must vary according to local conditions. In some places the revenue cannot be expected to provide for the minimum expenditure, which is necessary to keep the surroundings of police buildings in proper order; in other places revenue from valuable fruit crops and the like may greatly exceed the reasonable needs of expenditure. Superintendents in making their estimates and Deputy Inspectors-General in scrutinizing them are required to consider each case carefully on its merits and to ensure that steps are taken to credit to the fund all revenue, which can reasonably be collected from the lands, and that no expenditure is incurred which is not both consonant with the legitimate purposes of the fund and provided for in the allotment of funds. Convincing reasons will be required, however, in every case where estimates of expenditure exceed estimates of revenue.

(3) Deputy Inspectors-General shall submit consolidated estimates in Form 10.166(3) for their ranges to the Inspector-General not later than 25th September, retaining the original district estimates in their own offices.

(4) On receipt of intimation from the Inspector-General of the allotments placed at their disposal, Deputy Inspector-General shall make distribution to districts at their discretion. Reappropriation with the distribution may be made at the discretion of the Deputy Inspector-General, who may also, if he considers it necessary, apply to the Inspector-General for reappropriation from the police lands fund allotment of another range.

10.167. Local audit of police accounts. - A special post of auditor is sanctioned in the office of each range Deputy Inspector-General. These auditors are required to carry out a thorough audit inspection of the whole of the accounts, including those of the Police Deposit Fund and General Police Fund, in each district of the range, in conjunction with the Deputy Inspector-General's annual inspection of the district. They shall carry out similar

audit inspections of police offices not attached to ranges, as may be ordered by the Inspector-General or Deputy Inspector-General.

10.168. The Budget. - Gazetted officers, head clerks and accountants are required to familiarize themselves with the general principles of the system of Government accounts contained in the Punjab Budget Manual. In order that they may understand the processes by which revenue and expenditure are estimated and demands scrutinized, and to enable them to put forward proposals affecting their own offices in the form necessary to ensure consideration at the proper time, a study of the following portions of the Manual in particular is necessary :-

Paragraphs 1.2, 1.4 and 14.1, showing the structure of the estimates and the division of expenditure.

Paragraphs 1.10 and 1.11, explaining the chain of scrutiny and the imperative necessity of adherence to prescribed procedure and dates.

Paragraphs 1.12 to 1.17 which show the stages through which all proposals involving new expenditure have to pass and from which it can readily be understood that the prospect of such proposals being sanctioned without avoidable delay depends mainly upon the care and foresight with which schemes are presented in the first instance by Superintendents of Police.

Paragraph 1.22 which explains the means by which unspent balances (other than the savings in the contract contingent grant) may be made available in the next budget grant, thus making hasty expenditure at the end of a financial year inexcusable.

Paragraph 1.25 which is an explanation of the constitutional reasons for the prohibition of expenditure in excess of budget grants.

Chapter 3, read with the relevant portions of Appendix D and paragraph 5.6, describes the method of completing the forms supplied by the Finance Department for the preparation of budget estimates of revenue and expenditure, the nature of the explanatory material which is required in support of estimates and the dates and channel of submission.

10.169. Preparation of budget estimates. - Budget estimates will be prepared in the first instance by head clerks and accountants, but heads of offices are required personally to check the estimates so prepared with great care, and to satisfy themselves that estimates of revenue and expenditure are as accurate as possible, and are not mere repetitions of the figures of previous years.

Note :- Grain compensation allowance estimated for the current and next year will be entered in Form B.M. 11 and attached to the budget estimates.

10.170. Proposals involving new expenditure. - (1) In making proposals, other than proposals concerning buildings involving expenditure not provided for in their budget allotments, officers shall invariably endeavour to suggest a means of meeting such expenditure during the current financial year by reappropriation within their allotment. Failing such reappropriation the Inspector-General may, if the proposal is approved, provide funds by reappropriation within his powers. Where however, the proposal involves recurring expenditure for which provision of Chapter 7 of the Budget Manual must be strictly observed. As all such proposals have to be placed by the Inspector-General before the Finance Department not later than August 1, after scrutiny by Deputy Inspector-General, by the Inspector-General himself and by the Home Department, it follows that the proposals must be put forward by the Superintendent of Police by June 15 at the latest. Only in very urgent cases can the Inspector-General send up supplementary proposals as late as the 1st October, so the latest possible date for the submission by Superintendents

of even urgent proposals involving expenditure in the next financial year is the 1st September.

(2) In the case of proposals for new expenditure on buildings the principles laid down in chapter 7 of the Budget Manual also apply generally, but the date by which the Inspector-General is required to submit his list of major and minor works is the 20th September; proposals, may therefore, be put forward to Deputy Inspectors-General by Superintendents as late as the 1st September. Supplementary proposals may, if of great urgency, be submitted to Deputy Inspectors-General up to the 10th October at the latest. As, however, proposals regarding buildings required the preparation of plans and estimates and the obtaining of administrative approval according to police rule 3.7 before the Inspector-General can take any steps towards the provision of funds, it is essential that building requirements should be studied as far in advance as possible and put forward in the proper form, in order of urgency and by the required dates. On the other hand proposals should not be submitted unless there is reasonable prospect of getting funds. Inquiry might be made demi-officially from the Inspector-General through the Deputy Inspector-General.

10.171. Distribution of budget allotment. - The action to be taken after the communication to the Inspector-General of the budget allotment of the department for the year is described in paragraphs 12.5 and 12.6 of the Budget Manual. Not later than the 15th May the Inspector-General informs heads of offices, by means of a statement published in the *Police Gazette*, of the grants distributed to them, and the amounts retained by him in reserve.

10.172. Reporting of loss caused to Government. - In order that transactions which involve a loss to Government may be properly accounted for in audit, all instances of loss to Government coming under the following categories shall be reported to the Inspector-General through the Deputy Inspector-General concerned, and also to the Accountant-General, through the Inspector-General, in cases in which a report to that officer is to be made under Article 29 of the Civil Account Code.

(a) Complete or partial relinquishment of a claim for money due to Government.

(b) Loss, theft or embezzlement of money due to Government.

(c) Losses other than trivial losses in stores and equipment.

(d) Losses of or deficiencies in cash in hand, whether in the form of a deposit with the treasury or imprest money.

Note :- The acceptance of counterfeit coins or notes is regarded as a loss.

(e) Previous overpayments of which the record in the accounts cannot now be rectified.

(f) Payments in excess of what would ordinarily be due, where the excess payments is due to the action of another department of Government.

(g) Payments on account of default or damage which have to be made under the terms of a contract.

(h) Payments made by Government servants as acts of grace, *i.e.*, where no payment is due under statute or rule, but where, having regard to the circumstances, payment is regarded as equitable.

(i) Payments for damage done by Government servants or by Government property or by fire in a Government building.

(j) Payments by Government which are in excess of the amount admissible under rule.

(k) Irrecoverable balances of payments made by Government in advance.

(l) Losses due to errors of Government servants which can be measured in terms of money.

10.173. General Provident Fund. - (1) All police officers in permanent and pensionable service and all members of the police clerical cadre are eligible to become subscribers to the General Provident Fund. A subscription to the Fund is compulsory in the case of all Europeans and Anglo-Indians in permanent service. The statutory rules of the fund are published in a pamphlet which is on record in all district police offices.

(2) Advances from the fund may be granted under the conditions prescribed in the statutory rules by the following authorities :-

To subscribers who are gazetted officers	The Inspector-General
To subscribers who are non-gazetted officers in receipt of Rs. 150 per mensem or over	Deputy Inspectors-General
To all others subscribers	Superintendents of Police.

The authorities specified are prohibited from delegating their powers of sanction.

APPENDIX 10.22 (1)

SPECIMEN SCALE AND INSTRUCTIONS FOR CALCULATING CHARGES FOR ADDITIONAL POLICE

Cost for the first year

	Rs.	A.	P.
One Inspector at Rs. 210 per mensem	2,520	0	0
One Sub-Inspector at Rs. 95 per mensem	1,140	0	0
One Assistant Sub-Inspector at Rs. 49 per mensem	588	0	0
One Head constable at Rs. 35 per mensem	420	0	0
Twenty-five Foot Constables-			
Six Foot Constables at Rs. 21 per mensem each	1,512	0	0
Nineteen Constables at Rs. 18 per mensem each	4,104	0	0
Four Constables at Rs. 18 per mensem each, *i.e.*, ⅙th of the total number of Constables on account of contingency reserve	864	0	0
Total pay of establishment	1,148	0	0
Contingencies at 1⁄10th of pay of establishment	1,114	12	9

Leave contributions -

	Rs.	A.	P.
12½ per cent of total average pay of establishment *i.e.*,⅛th of total pay of establishment.	1,393	8	0

Pension contributions -

8⅙ per cent of maximum pay of -

		Rs.			
One Inspector	..	300	1,349	7	4
One Sub-Inspector	..	160			
One Assistant Sub-Inspector	..	60			
One Head Constable	..	45			
Twenty-nine Foot Constables	..	812			
		1,377			

	Rs.	A.	P.
Conveyance allowance for one Inspector at Rs. 30 per mensem	360	0	0
Conveyance allowance for one Sub-Inspector at Rs. 30 per mensem	360	0	0
Conyenance allowance for one Assistant Sub-Inspector at Rs. 15 per mensem	180	0	0
Thirty clothing allowances at Rs. 15 each	450	0	0
Thirty equipment allowances at Rs. 5 each	150	0	0
Total	16, 505	12	1

Initial charges

	Rs.	A.	P.
Uniform allowance for one Inspector at Rs. 200	200	0	0

Uniform allowance for one Sub-Inspector at Rs. 200	200	0	0
Uniform allowance for one Assistant Sub-Inspector at Rs. 200	200	0	0
Thirty clothing allowances at Rs. 15 each	450	0	0
Thirty equipment allowances at Rs. 5 each	150	0	0
Thirty beds and boxes at Rs. 15 each	450	0	0
Total	1,650	0	0
Hutting charges (initial or recurring as the case may be)	400	0	0
GRAND TOTAL	18,555	12	1

Note 1. - There will be the usual proportion (*viz*. 25 per cent) of selection grade constables; these appointments will be temporary.

Note 2. - Contingencies include all charges for which no express provision is made, not excepting travelling allowance, carriage of constabulary and rewards.

Note 3. - All upper subordinates directly appointed or promoted to the rank of Head Constables are entitled to free uniform, for which an initial grant of Rs. 200 and a subsequent yearly allowance of Rs. 25 will be credited to the Clothing Fund.

Cost for the second year

	Rs.	A.	P.
One Inspector at Rs. 210 per mensem	2,520	0	0
One Sub-Inspector at Rs. 95 per mensem	1,140	0	0
One Assistant Sub-Inspector at Rs. 49 per mensem	588	0	0
One Head Constable at Rs. 35 per mensem	420	0	0
Twenty-five Constables - !			
Six Constables at Rs. 21 per mensem each	1,512	0	0
Ninteen Constables at Rs. 18 per mensem each	4,104	0	0
Four Constables at Rs. 18 per mensem each, *i.e.*,1⁄6th of the total number of Constables on account of contingency reserve	864	0	0
Total pay of establishment	11,148	0	0
Contingencies at 1⁄10th of establishment	1,114	12	9

Leave contributions -

12½ per cent of total average pay of establishment, *i.e.*,1⁄8th of total pay of establishment	1,393	8	0

Pension contributions -

8 1⁄6 per cent of maximum pay of -

		Rs.			
One Inspector	..	300	1,349	7	4
One Sub-Inspector	..	160			
One Assistant Sub-Inspector	..	60			
One Head Constable	..	45			
Twenty-nine Foot Constables	..	812			

Total	1,377

	Rs. A. P.
Conveyance allowance for one Inspector at Rs. 30 per mensem	360 0 0
Conveyance allowance for one Sub-Inspector at Rs. 30 per mensem	360 0 0
Conveyance allowance for one Assistant Sub-Inspector at Rs. 15 per mensem	180 0 0
Thirty clothing allowances at Rs. 15 each	450 0 0
Thirty equipment allowance at Rs. 5 each	150 0 0
Uniform allowance for one Inspector	25 0 0
Uniform allowance for one Sub-Inspector	25 0 0
Uniform allowance for one Assistant Sub-Inspector	25 0 0
Hutting charges (if recurring)	400 0 0
GRAND TOTAL	16,980 12 1

Note :- The strength of the force of Additional Police to be employed depends on circumstances. The specimen scales given above are merely a guide to the cost of the officers and men whom it is decided to employ.

APPENDIX No. 10.31(1)

The Table Below Details the Different Classes of Police Income Which should be credited on Realization to the Heads Shown in Columns 2, 3 and 4

1	2	3	4	5
Serial No. of of Sub-head column 4	Number and name of Major head	Minor head	Description or detailed sub-head	Description of income to be credited under the sub- head
1	XXIII-Police	Contribution for Railway Police Fees, fines and forfeiture	-- --	Recoveries under section 41, Police Act V of 1861 Cost of certificates of appointment Copying fee of departmental proceedings and records.
			Recoveries of overpayments Collection of payments for services rendered	Recoveries on account of overpayment in previous years
1(a)	--	--	Fees for students from Indian States admitted to the Police Training School, Phillaur	
b)	--	--	Contribution from Indian States to the Finger-Print Bureau	
c)	--	--	Leave salary contribution of officers lent on foreign services.	.

2.	--	--	Contribution towards passages of Government servants lent to other Governments	Contributions from other Government for passage of Police officers permanently borne on Punjab cadre who are temporarily lent for service to Governments other than Punjab Government shall be credited under this head
3.	--	--	Contribution towards passages of Government servants lent on foreign service	Contributions from Indian States for passage of Police Officers lent for service in those States shall be credited under this head.
4.			Contributions towards horse, saddlery and uniform allowances of officers lent on foreign services	Contributions from Indian States for horse, saddlery and uniform of officers lent for service in those States shall be credited under this head
5.			Refunds allowed by Military authorities for Ordnance Stores returned to Arsenals	
6.	--	--	Receipts on account of Additional Police employed under sections 13, 14 and 15 of Police Act V of 1861	Income on account of - 1. Additional Police supplied to private persons (Rule 10.21)
	--	--		2. Additional Police supplied to public departments (Rule 10.23)
				3. Additional Police quartered in disturbed or dangerous area (Rule 10.24)
				shall be credited under this head except pension charges which shall be credited under Receipt Major Head XLIV - Receipts-in-aid of superannuation
7.		Miscellaneous	Police land Receipts	All proceeds on account of sale of grass, wood, fruit, vegetables, stable litter and grain, grazing fees and rent of land leased for cultivation in each district.
8.			Miscellaneous	Two months'pay in lieu of two months' notice of resignation (Rule 14.11)
9.	XLV-Stationery	Stationery Receipts	Sale-proceeds of stationery	Sale- proceeds of English Stationery (Such as old scissors, pen knives, rulers, etc., supplied by the Stationery Office, Calcutta
10.		Sale of Gazettes and other publications	Subscription to English Gazettes	Subscription to the Punjab Police Gazettes, English edition
11.	--	--	Subscription to Urdu Gazettes	Subscription to the Punjab Police Gazettes, Urdu edition
12.		--	Advertisement	Rule 11.54
13.			Sale of Gazettes	Price of either edition of the Punjab Police Gazettes sold or recovered from Police Officers purchasing or losing them
14.	--	--	Sale of other publications	Price of publications which may be authorised to be stocked for sale in Police Offices
15.	--	--	--	Sale-proceeds of Stationery boxes or other material in which English Stationery is supplied from Stationery Office, Calcutta

16.	XLV-Miscellaneous	Sale of old stores and material	--	(a) Sale- proceeds of all Government Stores (other than articles of clothing or equipment) such as Ordnance Stores, tents, articles of furniture, waste paper and building material (b) Recoveries on account of damages done to any of the above articles when money is not spent on their renewal or repairs. (c) Sale- proceeds of old lead may be kept in the cash chest and utilized for the maintenance of musketry ranges and appliances
17.	Police Deposit	--	Clothing	(a) Annual Clothing allowances (Rule 10.113) (b) Sale-proceeds of all articles belonging to, or purchased from the clothing Fund
18.	--	--	Equipment	(a) Annual foot and mounted equipment allowances (Rule 10.113) (b) Sale-proceeds of all articles belonging to foot or mounted equipment (Rule 10.113) (c) Cost of damage done to articles of foot or mounted equipment, if not spent on renewal of, or repairs to, the articles (Rule 5.4)
19.	--	--	Estates	(a) Clothing money and all cash balances held on behalf of estates of deceased, deserted or lunatic Police Officers and Chanda, if any, due to such officers (Rule 10.55)
20.	Excluded Local (Police Remount) Fund	--	Chanda	(a) Chanda money (Rule 7.11-7.12) (b) Chanda subscriptions (Rule 7.10) (c) Horse or Camel allowances for- feited (Rule 7.12 *et eq*) (d) Sale-proceeds of horse, camels, or their foals, or of their skins, etc. (Rule 7.22) The rules governing the procedure to be following in regard to the Chanda Fund are given in Chapters VII and X.

APPENDIX No. 10.63

TABLE A

RATES OF PAY SANCTIONED FOR ALL RANKS AND GRADES IN THE POLICE DEPARTMENT

Post	Year of service	Pay	Overseas pay (if drawn in sterling)	Overseas pay (if drawn in rupees)	REMARKS
1	2	3	4	5	6
	..	Rs.	$	Rs.	
Inspector-General	..	2,500-125-3,000	13 6 8	..	
Deputy Inspector-General	..	*1,950-50-2,100	13 6 8	..	*The new scale will apply to all officers at present serving in the rank of Deputy Inspector-General except those who exercise the option of remaining on the old scale
Superintendents, Selection Grade	..	1,450	30 0 0	300	
Superintendents, Time-scale	6th	650	15 0 0	150	
	7th	675	15 0 0	150	
	8th	700	15 0 0	150	
	9th	725	25 0 0	250	
	10th	750	25 0 0	250	
	11th	800	25 0 0	250	
	12th	825	25 0 0	250	
	13th	850	25 0 0	250	
	14th	900	25 0 0	250	
	15th	925	30 0 0	300	
	16th	950	30 0 0	300	
	17th	1,000	30 0 0	300	
		Efficiency Bar			
	18th	1,050	30 0 0	300	
	19th	1,050	30 0 0	300	
	20th	1,100	30 0 0	300	
	21st	1,100	30 0 0	300	
	22nd	1,150	30 0 0	300	
	23rd	1,200	30 0 0	300	
	24th	1,250	30 0 0	300	
	25th	1,300	30 0 0	300	
	26th	1,350	30 0 0	300	
Assistant Superintendent	1st	350	--	100	
	2nd	375	--	100	

	3rd	400*	--	100	*Granted subject to the condition that he has passed all departmental examinations except Punjabi.
	4th	425*	--	125	*Granted subject to the condition that he has passed the Punjabi examination
	5th	450	15 0 0	150	
	6th	475	15 0 0	150	
*Assistant Superintendent - *concld*	7th	500	15 0 0	150	
	8th	525	15 0 0	150	
	9th	550	25 0 0	250	
		Efficiency Bar			
	10th	575	25 0 0	250	
	11th	600	25 0 0	250	
	12th	625	25 0 0	250	
	13th	650	25 0 0	250	
	14h	675	25 0 0	250	
	15th	700	30 0 0	300	

***Note**. - (i) An Assistant Superintendent of Police with less than six years' service who is appointed to officiate as a Superintedent of Police is entitled to draw the the minimum of the senior scale, *i.e*. Rs. 650. An Assistant Superintendent of Police with six years' or more than six years' service who is appointed to officiate as Superintendent of Police is entitled to draw the pay in the senior scale shown opposite the the number of years'service at this credit.

Note. - (ii) Officers recruited up to and including 1925 shall,, when officiating in the senior scale during the first four years of the service,, draw overseas pay at the rate of Rs. 150.

1	2	3	4	5	6
Deputy Superintendent, Selection Grade	..	750			
Deputy Superin tendent, Time-scale	1st	200	}		Probationary Period
	2nd	225			
	(if found efficient)				
	3rd	250			
	4th	275			
	5th	300			
	6th	325			
	7th	350			
	8th	375			
	9th	400			

	10th	425			
	11th	450			
	12th	475			
	13th	500			
		Efficiency Bar			
	14th	525			
	15th	550			
	16th	575			
	17th	600			
	18th	625			
	19th	650			
	20th	675			
	21st	700			
*Prosecuting Deputy Superintendent		The Scale applicable to other Deputy Superintendents			

Note 1. :- The initial pay of an officer promoted from the Provincial Police Service to the Indian (Imperial) Police Service shall on each occasion of his promotion be fixed on the inferior time-scale of pay for the Indian (Imperial) Police Service at the stage next above his existing pay in the Provincial Police Service. As soon as he holds a superior post he shall rise to the corresponding stage of the superior scale.

Note. 2 :- When an officer of Provincial Service is drawing pay in that service equal to or higher than the maximum of the inferior Imperial Police time-scale and is promoted to a superior post in the All India Service, he shall be brought on the superior time-scale at the stage which is Rs. 175 in excess of the pay he was drawing in the Provincial Service, or if there is no such stage, then at the stage next above the total of his pay in that service plus Rs. 175 provided that no officer so promoted from the Provincial Service shall draw more than that which an officer of the All India Service of the same number of years' service would be entitled to under the superior time-scale.

Note 3. :- On any enhancement of his Provincial Police Service pay (whether as the result of general revision of the Provincial Police Service rates of pay, or of the operation of the Provincial Police Service time-scale, or of promotion to the selection grade of the (Provincial Police Service) while officiating in an All-India Service post such an officer shall be entitled to have his pay on the All-India Service time-scale of pay recalculated in accordance with the principles laid down in Notes (1) and (2) above on the basis of his enhanced pay in the Provincial Service, and with effect from the date of such enhancement.

Note 4. :- Increments of pay on the All India Service time-scale of pay shall be granted to a Provincial Police Service officer holding an Indian (Imperial) Police post only on completion of a full year's service on any stage of that scale, but for the purpose of calculating one year's service at a given rate of pay broken periods of officiating service at that rate of pay shall be taken into account.

APPENDIX No. 10.63

TABLE A

RATES OF PAY SANCTIONED FOR ALL RANKS AND GRADES IN THE POLICE DEPARTMENT

Post	Years of service	Pay	Remarks
European Inspectors	..	205-7½-265-325	Rupees 100 and Rs. 50 per mensem, while under training at the Police Training School. On being posted to districts Probationary Inspectors will draw Rs. 130 per mensem until confirmed, while Probationary Sub-inspectors will draw pay on the time-scale for Sub-Inspectors. The period of training at the Police Training School and in districts during which they drew pay below the minimum rate of the time- scale shall count for increment.
Indian Inspectoors	..	180 - 7½-240-300	
Inspectors and sub inspectors on pro.bation	..	..	

Note :- As there is an overlap between the rates of pay (with allowances) of Inspectors and the lower rates in the time-scale of the Provincial Service, officers admitted into the Provincial Service by promotion, either officiating or substantive, are placed in the time-scale of the latter in such a way as to give them a rate of pay Rs. 75 per mensum higher than the substantive pay of their last post in the subordinate service. When this results in a sum intermediate between two rates in the time-scale, the next increment is reduced so as to bring the total up to the next highest rate in that scale.

Post	Years of service	Pay	Remarks
Sergeants	..	150-5-200	(Efficiency Bar at Rs. 175)
Sub-inspectors (Selection Grade)	..	130	4th Grade
		140	3rd Grade
Sub-Inspectors (Time scale)	..	150	2nd Grade
		160	1st Grade
Assistant Sub-Inspectors	..	80-5-130	(Efficiency bar at Rs. 110)
Head Constables		45-1-60	
		30-1-45	(Efficiency Bar at Rs. 41)
Constables (Selection Grade)	..	20-⅓-28	
Constables (Time Scale	..	17	On enlistment
		18	After 3 years' service
		19	After 10 years' service
		20	After 17 years' service

(MINISTERIAL ESTABLISHMENT)

Clerks

In the offices of the Inspector-General, the Deputy Inspectors-General and the Assistant Inspector-General, Government Railway Police.

Rs.

Superintendent	..	350-20-450	
Head Assistant	..	250-10-350-150-10-200-10-300	(Efficiency Bar at Rs. 200)
Stenotypist	..	150-5-180-10-250	(Efficiency Bar at Rs. 180)
Auditor	..		
Assistant (Head Clerk)	..	100-8-180-10-250	(Efficiency Bar at Rs. 100)
Senior Clerks	..	75-5-100-5-150	(Efficiency Bar at Rs. 82)
Junior Clerks	..	40-3-82-3-100	
Munshis	..	30-1½-60-2-70	(Efficiency bar at Rs. 60)
Inferior Servants	..		
Jamadar	..	18	
Chaprasi		14	
Daftri		20-⅕-25	
Menials			
Bhishti	..	12	Maximum admissible
Sweeper	..	12	Ditto
Khalasi	..	13	Ditto
Mali	..	13-16	Ditto
Cooks	..	15	Ditto

APPENDIX No. 10.63

Table B

ALLOWANCES SANCTIONED FOR CERTAIN POSTS IN THE POLICE DEPARTMENT

Note :- The allowances shown in column 2 are granted to such members only of the holders of posts shown in column I as may be specifically authorised from time to time.

1		2	3
Designation of Post		Special Pay	Remarks
		Rs.	
1.	Assistant Inspector-General of Police, Punjab	200	
2.	Assistant Inspector-General, Government Railway Police	200	
3.	Superintendent of Police, Criminal Investigation Department	150	
4.	Senior Superintendent of Police, Lahore	150	
5.	Principal, Police Training School, Phillaur	100	
6.	Assistant Inspector-General of Police, Criminal Tribes	150	
7.	Assistant Superintendent, Government Railway Police	100	
8.	Assistant Superintendent of Police, Dera Ghazi Khan (Commandant, Baluch Levy)	100	
9.	Deputy Superintendent of Police, Criminal Investigation Department	75	
10.	Prosecuting Deputy Superintendents of Police	75	
11.	Deputy Superintendents, Government Railway Police in charge of Sub- Divisions	50	

12.	Inspectors attached to His Excellency the Viceroy's Guard	75	
13.	Prosecuting Inspectors	50	
14.	Inspectors, Criminal Investigation Department	50	
15.	Inspector, Finger Print Bureau, Phillaur	50	
16.	Reserve Inspector at Police Training School, Phillaur	40	
17.	Inspectors in charge of Police Stations, City and Civil Lines, Lahore, Anarkali, Naulakha, Amirtsar and Rawalpindi, Multan and Inspector incharge, C.I.A., Lahore	25	
18.	Indian Inspectors of Government Railway Police	25	
19.	Inspectors (Law Instructors), Police Training School, Phillur	50	
20.	Traffic Inspector, Rawalpindi, for performing the duties of official examiner for motor vehicles exported to Kashmir	15	To be paid from Central revenue under the head - Punjab-C- -Land Customs-C-2-Pay of Establishment
21.	Sergeants, Government Railway Police	15	For officers appointed before 1st August, 1932
22.	Sergeants, District Police	15	
22-A.	All Assistant Sub-Inspectors serving whether permanently or temporarily at Muree, Kasauli and Dalhousie	12	
22-B.	All Assistant Sub-Inspectors serving whether permanently or temporarily at Dharmsala and Kulu Sub-Division	8	
22-C.	Assistant Sub-Inspector incharge Kotli Police Station in Rawalpindi District	12	
23.	Prosecuting Sub-Inspectors	30	
24.	Sub-Inspectors, Criminal Investigation Department	30	
25.	Urdu Shorthand Writers (Sub-Inspectors, Criminal Investigation Department)	30	In addition to Rs. 30 Criminal Investigation Department allowance
26.	Two Assistant Sub-Inspectors, Central Investigation Agency Staff of Government Railway Police	10	
27.	Inspector in charge, Lahore, Central Investigating Agency and *modus operandi* staff	25	
28.	Sub-Inspectors (Law Instructors), Police Training School, Phillaur	30	
29.	Sub-Inspectors, Finger Print Bureau, Phillaur	15	
30.	Head Constables of the Criminal Investigation Department	7	
31.	Literate English allowance for Head Constables of he Government Railway Police	6	
32.	Head Constables employed as Police Signallers in Attock and Mainwali Districts	5	
33.	Head Constables employed on traffic duty	8	
34.	Armourers (Constables) in District and Railway Police Lines	20	
35.	Assistant Armourers (Constables) in District and Railway Police Lines	10	

36.	Constables eployed on traffic duty	3	
37.	Constables of the Criminal Investigation Department	3	
38.	Constables of the Government Railway Police who have passed a special test in English and law	3	(Number of allowances limited to 200)
39.	Constables employed as Police Signallers in the Attock and Mianwali Districts	8	
39-A.	Two constables of the Government Railway Police posted at Reti railway Station on the border of the Punjab and Sind for the purpose of checking seals on wagons and patrolling	3	each
40.	All Constables of the Railway Police	8	Enlisted before 30th May, 1936
41.	Officers employed as Urdu Typists in offices of Superintendents of Police	7	
42.	*For enrolled police officers employed on clerical staff in the English Offices of Superintendent of Police :-*	,	
	Head Clerk	30	
	Accountant	30	
	Assistant Clerk	20	
	Typist	20	
	Bill Clerk	10	
	Assistant Accountant	10	
	Head Proficient, Finger Prints	10	
	Special Pay admissible to Clerks		
43.	Head Clerks of the Offices of the range Deputy Inspectors-General of Police and the Assistant Inspector-General, Government Railway Police	30	
44.	Accountant of the office of the Assistant Inspector-General, Government Railway Police Punjab	25	

	Designation of Post	Compensatory allowance	Remarks
1.	Superintendent of Police, Rawalpindi	100	
2.	Superintendent of Police, Dera Ghazi Khan	100	baluchi language allowance
3.	Two Assistant Superintendents of Police, Lahore	100	
4.	Assistant Superintendent of Police, Dera Ghazi Khan (Commandant, Baluch Levy)	100	baluchi Language allowance
5.	Deputy Superintendent of Police incharge of Lahore Headquarter Police Stations	50	
6.	Inspectors in Simla District	50	
7.	Inspectors employed permanently or temporarily at Dalhousie hill station	45	
8.	Inspectors employed permanently or temporarily at Dharamshala and Kulu Sub-Division	25	
9.	Deleted		

10.	Sergeants in Simla Railway and District Police	35	
11.	Sergeants from Delhi Province deputed to Simla District every year	35	
12.	Sergeants employed permanently or temporarily at Murree, Kasauli and Dalhousie hill stations	35	
13.	Sergeants employed permanently or temporarily at Dharamsala and Kulu Sub-Division	20	
14.	Sergeants employed during summer on traffic control duty on the Dalhousie-Pathankot Road with headquarters at Dunera	25	
15.	Sub-Inspectors in Simla District	30	For inspection of ponies to be paid from Murree Cantonment Funds
16.	Sub-Inspector in charge, Muree Police Station.	30	
17.	Sub-Inspectors employed permanently or temporarily at Murree, Kasauli and Dalhousie hill stations	25	
18.	Sub-Inspectors employed at Kotli Police Station in the Rawalpindi District	25	
19.	Sub-Inspectors employed permanently or temporarily at Dharamsala and Kulu hill stations	15	
20.	Sub-Inspectors attached to Viceroy's Guard Simla	20	In addition to Rs. 30 Simla allowance
21.	Sub-Inspectors attached to His Excellency the Governor's Guard	25	
22.	All Assistant Sub-Inspectors in Simla District	18	
23.	All Head Constables in Simla District	12	
24.	Head Constables, Railway Police at Simla	12	
25.	Head Constables of the Criminal Investigation Department posted to the Simla Railway Station during summer months	12	
26.	Head Constables from each of the districts of Lahore, Ambala, and Amritsar deputed every year to Simla for detective duty during the summer	12	
27.	Tran-Indus allowance for Head Constables of Dera Ghazi Khan District and Mianwali District	5	
28	Head Constables employed permanently or temporarily at Murree, Kasauli and Dalhousie hill stations	8	
29.	Head Constables employed at Kotli Police Station and Karor Police Post in the Rawalpindi District	8	

30.	Three Head Constables posted at Balum-Dunera and Chakki in the Gurdaspur district to control traffic on the Dalhousie-Pathankot road during summer	8	
31.	Head Constables employed permanently or temporarily at Dharamsala and Kulu Sub-Division	7	
32.	Head Constable of the Government Railway Police Post at Joginder Nagar	7	
33.	Head Constables of the Simla district attached to His Excellency the Viceroy's Guard	8	
34.	Head Constables, Lahore District stationed at Headquarters	5	
35.	Head Constables of the Criminal Investigation Department stationed at Lahore	5	
36.	Head Constables employed at Rawalpindi	4	
37.	Constables of the Simla District	6	
38.	Constables of the Railway Police at Simla	8	
40.	Two Constables from each of the districts, Lahore, Ambala and Amritsar deputed to Simla every year for detective duties	5	
41.	Constables stationed at headquarters of Lahore and Amritsar	5	
42.	Constables of the Criminal Investigation Department stationed at Lahore	5	
43.	Constables employed permanently or temporarily at Murree, Kasauli and Dalhousie hill stations	5	
44.	Constables employed at Kotli Police Station and Karor Police Post in the Rawalpindi District	5	
45.	Constables attached to His Excellency the Viceroy's Guard	5	In addition to Rs. 6 Simla allowance
46.	Trans-Indus allowance for constables of Dera Ghazi Khan District and of Mianwali District	4	
47.	Foot constables posted at Balun, Dunera and Chakki in the Gurdaspur district to Control traffic on the Dalhousie-Pathankot Road during summer	5	
48.	All constables employed at Rawalpindi	4	
49.	Constables employed permanently or temporarily at Dharamshala and Kulu hill stations	3	
50.	Constables of the Government Railway Police Post at Joginder Nagar	3	

50-A.	All constables of Railway Police	1	Enlisted after the 20th May, 1936
51	Menials and inferior servants serving at Rawalpindi, Sargodha, Lyallpur, Lahore and Amritsar on pay less than Rs. 20 where free quarters are not given	1	
52	Police station clerks who are required to maintain the register of vital statistics	1	Drawn in a separate bill and debitable to Major Head "37- Miscellaneous (Rule 10.62-A)"

	Designation of Post	Compensatory allowance	Remarks
	Compensatory allowance to Clerks at the following localities		
1.	*Simla* -		
	Junior Clerks in scales of Rs. 30-1½-60-2-70 and Rs. 40-2-90		At 33⅓ per cent of pay subject to a mzximum of Rs. 25
	Clerks in higher grades		
2.	*Dharamshala* -		
	All Clerks		At 30 per cent of pay, subject to a minimum of Rs. 25 and a maximum of Rs. 75
	Clerks drawing -		12½ per cent of pay, subject to a minimum of Rs. 10 and a maximum of Rs. 25
3.	Lahore	Rs. 97	or less Rs. 3
4.	Lyallpur	" 98	" " Rs 2
5.	Sargodha	" 99	" " Rs. 1
6.	Rawalpindi	" 100	Nil
7.	Amritsar		

APPENDIX No. 10.111(1)

Statement showing Expenditure under Various Secondary Units Subordinate to Primary Units.

Major Head : 29-POLICE

1	2	3	4	5
Sr. No.	Minor Head	Primary Units	Secondary Units	Descriptions of charges
1.	A-Superintendence	Travelling Allowance	(1) Conveyance allowance	Drawn in salary bills (rules 10.84 and 10.96)
	B-(I) District Executive - Force proper. (II) Police employed under sections : 13, 14 and 15 of Polie Act V of 1861 C- Police Training School, Phillaur E- Railway Police F- Criminal Investigation Department		(2) Travelling Allowance	Drawn in travelling allowance bills (rules 10.160) Note - Conveyance and other travelling allowance of Imperial Police officers should be treated as "Non-voted"expenditure and should be shown in registers and returns separately in red ink

2.	Ditto	Other Allowances and Honoraria	(1) Rewards to Police officers..	Drwan in abstract contingent bills "C class" - *See* also rule 15.7
			(2) Grants to Imperial Service Police Officers for uniform, horse and saddlery	Drawn in abstract contingent bills "C class". This expenditure is treated as Non-voted
			(3) Grants to Provincial Service Police Officers for uniform, horse and saddlery	Drawn in abstract contingent bills "C class"
			(4) Cost of Railway Warrants ..	The cost of Railway Warrants issued by the Police Department will be debited to this head and the allotment to meet these charges will be a provincial one. It will not be distributed to districts - See rule 10.17
			(5) Carriage of constabulary	All charges on account of carriage of police which are not drawn by travelling allowance bills
			(6) Rewards for proficiency in oriental languages	Drawn in abstract contingent bills "C class"
			(7) Hills Journey and Hill Allowance -	For office of Inspector-General and Criminal Investigation Department only. 'Non-voted expenditure should be shown separately in red ink
			(8) Compensatory and Other Allowances -	Drawn in separate pay bill form. Compensatory allowances for Imperial Service officers is treated as Non-voted
			(i) Compensatory allowance for gazetted and non-gazetted officers including local allowance	
			(ii) House-rent allowances for officers and men	
			(iii) Grain compensation allowance	
			(9) Allowances to receipients of King's Police Medical (effective service)	
			(10) Allowances to receipients of Indian Police Medical (effective service)	
			(11) Cost of passages granted under the Superior Civil Service Rule of 1924	
			(12) Other allowances such as allowances to police, zaildars (Rule 12.42 (i) and fees payable to the Examiner of questioned documents)	
3.	A-Superintendence B-(I) District Executive Force Proper	Supplies and Services	(1) Rewards to private persons	*See* rule 15.5. and 15.9
	(II) Police employed under sections 13,14 and 15 of Police Act V of 1861		(2) Clothing	*See* rule 10.13
	C- Police Training School, Phillaur		(3) Equipment	*See* rule 10.113

	E-Railway Police			
	F-Criminal Investigation Department		(4) Ordance Stores	Charges are adjusted by the Accountant-General against the provincial allotment under this head
			(5) Traction of prison vans	Charges are drawn in abstract contingent bills "C class"
			(6) Purchase and repairs of gymnastic apparatus	Ditto ditto
			(7) Other Supplies and services	Ditto ditto
			(8) Allowances to recipients of King's Police Medal (non-effective service)	Ditto ditto
			(9) Allowance to holders of Indian Police Medal (non-effective service)	Ditto ditto
4.	Ditto	Contin gencies	A- Contract	
			(1) Repairs to arms, tents and accoutrements -	(1) *Arms* - repairs carried out by the Ordiance are not chargeable to this unit
			(a) Petty repairs to arms and tents	(2) *Tents* - Repairs carried out by the jails are adjusted by the Inspector-General
			(b) Carriage of arms, tents and accoutrements	(3) Petty repairs to arms and tent carried out locally and carriage of arms, tents and accoutrements are chargeable to this unit
			(c) Purchase and repairs of furniture	All furniture, whether it belongs to office, police stations, police rest house, police lines, camp furniture. Articles of European manufactures cannot be purchased without the sanction of the Inspector-General
			(d) Purchase and repair of tents	Charges on this account are incurred by the Inspector-General
			(e) Repairs of bicycles	
			(f) Cost of petrol extra for mobil oil petrol lorries	
			(2) Services postage and telegram charges	*Service Stamp* - Service stamps shall be obtained from the treasury by a bill in special form, - *vide* Article 98, Civil Account Code. The account of sub-head shall be kept in a separate register, - *Vide* rule 11.33

	Telegram charges - Payment for the State telegrams shall be made by Service postage stamps only whether the telegram be despatched from a Government or Railway Telegraph Office. When Service Stamps are not available message may be paid for in cash. In such cases telegram receipts will be attached to the abstract contingent bill with a certificate from the head of the office, to the effect that the telegram was sent in the public service and that cash payment was unavoidable (Rule 12.11 (d) and *(e)* of Appendix 5, Civil Account Code)
(3) Hot and cold weather charges	All charges for hot weather establishment, such as punkha pullers, pankhas, ropes, tatties wood, coal.
(4) Tour charges	See Rule 10.118
(5) Miscellaneous	All articles for which no sub-head has been assigned such as the following - (1) Materials and all charges for book-binding whether executed at jails or in local market. (2) Potal commission on money orders (3) Country scales and weights to be purchased from bazar or from Postal Workshop, Aligarh (4) Cost of rubber stamps (5) Carriage of all old record of Police Stations brought to headquarters for destructions (6) cloth for bastas, character rolls or commendation certificates, and for despatching vernacular files, or for dusters (7) Lac or sealing wax for vernacular office (8) Notice or sign-boards (9) Lamps, chimneys, lanterns, candles and oil for lighting and electric current (10) Padlocks (11) Bags for dak, or for waste papers, etc. (12) Measuring tapes and standards for recruits, appliances F recorders (13) Gongs, clocks and their appliances (14) Photographs (15) Phenyle and other disinfecting medicines

	(16) Mouse traps, rat poison, or composition or appliances for preserving records
	(17) Trays, paper baskets, etc., for office
	(18) Coolie fee for delivery of canal telegraph messages
	(19) Special diet for sick policemen in hospital
	(20) Photographic charges payable to the Examiner of questioned documents
	(21) Allowance to sweepers and bhisties for dusting office and supplying water to office hands - *vide* rule 14. Appendix 5, Civil Account Code
	(22) Fixed allowances -
	(a) for the purchase of country pens, ink, twine, glue, paste, etc.
	(b) for the purchase of oil for lighting purposes. They are drawn on pay bill form.
C-Audited-	
(1) Rents, Rates and Taxes	*Rents* - For building or land for official use. A certificate as prescribed in rule 3, 15 is required in support of the first charge in each year. *See* rule 15 of Appendix 5, Civil Account Code.
	Rates and Taxes. - The following are debitable to this sub-head :-
	(a) Municipal and Cantonment taxes on account of water supply and conservancy
	(b) All taxes chargeable on official non-residential buildings and land, other than land administered from Police Lands Funds. Charges on this account should be supported by a certificate from the Executive Engineer concerned as required by paragraph 22*(e)* Appendix 5, Civil Account Code, either accepting the assessment or stating that all legal means have been or are being taken to have excessive assessments reduced
(2) Telephone charges	All charges connected with telephones are adjusted by book transfer.
(3) Cost of books and periodicals	1. No books or periodicals can be purchased at the public expense without the previous sanction of the Deputy Inspector-General, except as provided below.
	(2) the following books may be purchased without sanction -

			(a) A vernacular almanac, annually, costing not more than two annas a copy for each police office and police station. (b) A copy of the North-Western Railway Guide of the Postal and Telegraph Guide, Public and State abbreviated addresses and of and an almanac may be purchased direct by each Deputy Inspector-General and Superintendent when such purchase is necessary.
		(4) Pay of menials	Pay of sweepers, bhistis and other menials in non-pensionable service according to sanctioned scale
		(5) Allowance to cattle pound sweepers for sweeping police stations.	Allowance for sweepers at Police stations other than that paid by local bodies.
		(6) Deleted	
		(7) Stationery purchased country	Country paper, blank registers, country tape and file boards to be purchased from jails, carriage of English and vernacular printed forms, carriage of English stationery received from the Stationery Officer. Cost of articles purchased from jails shall be adjusted by book transfer
		(8) Carriage of Stolen property of under-trial Prisoners	
		(9) Petty construction and repairs to buildings	*Vide* rule 3.13
		(10) Liveries to peons	
		(11) Purchase of type-writers	Charges of this nature, if sanctioned by the Inspector-General, are paid by him from his undistributed allotment.
		(12) Feeding and keeping of animals of Police office under suspension	
		(13) cost of survey maps	Charges on this account are incurred by the Inspector-General
		(14) Purchase of bicycles	Charges on this account are incurred by the Inspector-General
H-Miscellaneous	(a) Establishment	(a) Establishment	Is drawn on abstract contigent bill "C class". Such as gardeners, bhistis, etc., for gardens. The scale should be sanctioned by the Deputy Inspector General. Expenditure on pay etc., of this establishments treated as contingent expenditure
	(b) Contingencies	(b) Contingencies	Planting and watering trees and crops. the keeping up of police gardens and the general improvement of police lands.

Utensils for use of langris for cooking purposes at headquarters of districts. Vide serial No. 4 of paragraph 29.9, Book of Financial Powers

APPENDIX No. 10.121(a)

SHOWING THE RATES AT WHICH TRAVELLING ALLOWANCE MAY BE DRAWN BY POLICE OFFICERS UNDER THE RULES

Grade as defined in rule 2.15, Punjab Financial Hand Book No. 2, Volume III.	Appointment	RATE OF TRAVELLING ALLOWANCE					Reference to rules in Punjab Financial Hand Book No. 2, Volume III	REMARKS
		Daily allowance			Millage rate by road NOTE Add $33\frac{1}{3}$ per cent for journeys in hill tracts	Class for Railway or Steamer accommodation except as proided in rule 2.19 of Punjab Financial HandBook No.9 Vol. III		
		Plains	Hills tracts ordinary	Hill tracts special				
1	2	3	4	5	6	7	8	9
		Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.			
I	Inspector-General	8 0 0	10 0 0	12 0 0	0 6 0	$1\frac{2}{3}$ First	Rules 2.15 and 2.23	
II	Deputy Inspectors-General and Superintendents with pay exceeding Rs. 999	6 0 0	7 8 0	9 0 0	0 6 0	Ditto	Ditto	
III	Superintendents with pay from Rs. 750 to Rs. 999	5 0 0	6 4 0	7 8 0	0 6 0	Ditto	Ditto	
	Assistant Superintendents with pay from Rs. 350 to Rs. 700	5 0 0	6 4 0	7 8 0	0 6 0	Ditto	Ditto	
	Deputy Superintendents with pay Rs. 750	5 0 0	6 4 0	7 8 0	0 6 0	$1\frac{2}{3}$ Second	Ditto	
IV	Deputy Superintendents with pay Rs. 350 to Rs. 749	4 0 0	5 0 0	6 0 0	0 4 0	Ditto	Ditto	
V	Deputy Superintendents with pay Rs. 200 to 349	3 0 0	3 12 0	4 8 0	0 3 0	Ditto	Ditto	
VI	Inspectors with pay Rs. 300	3 0 0	3 12 0	4 8 0	0 3 0	Ditto	Ditto	
VII	Inspectors with from Rs. 220 to Rs. 260 and Sergeants with pay Rs. 200	2 8 0	3 12 0	4 8 0	0 3 0	Ditto	Ditto	
VIII	Inspectors with pay Rs. 180 to Rs. 219 and Sergeants with pay Rs. 150 to Rs. 199	2 0 0	2 8 0	3 0 0	0 2 3	Ditto	Ditto	
	Sub-Inspectors with pay Rs. 150 to Rs. 199	2 0 0	2 8 0	3 0 0	0 2 3	Ditto	Ditto	

IX	Sub-Inspectors with pay from Rs. 100 to Rs. 149	1 8 0	1 14 0	2 4 0	0 2 3	Ditto	Ditto	
X	Sub-Inspectors with pay from Rs. 80 to Rs. 99	1 0 0	1 4 0	1 8 0	0 1 6	Ditto	Ditto	
XI	Assistant Sub-Inspector with pay of Rs. 45 to Rs. 49.	0 10 0	1 0 0	1 4 0	0 1 6	Ditto	Ditto	
	Head Constables with pay below Rs. 50	0 10 0	1 0 0	1 4 0	0 1 6	Ditto	Ditto	
XII	Constables	0 4 0	0 6 0	0 8 0	0 1 3	1 Third	Ditto	

Note :-

(1) Police officers holding temporary posts will be in the same grade as those holding permanent posts of similar status.

(2) Police officers officiating in a post will be in the grade of the post which they officiate. A Deputy Superintendent of Police officiating as Superintendent is specially included in grade III.

(3) Superintendents and Assistant Superintendents of Police will, when travelling by rail, be entitled to accommodation by first class irrespective of their pay.

(4) Inspectors and European Sergeants of Police will, when travelling by rail, be entitled to accommodation by second class irrespective of their pay.

(5) Constables will receive 6 annas as daily allowance, if they travel in more than one province.

(6) Ordinary and Special Hill tracts are defined notes to Rule 2.20, Punjab Financial Hand Book No. 2, Volume III.

(7) The mileage allowance admissible to Government servants of grade I to IV for journeys by road shall be 4 annas per mile when the journey is performed by motor car and Rs. 0-16 per mile when the journey is performed by motor cycle. The mileage allowance admissible to Government servants of grades V to IX for journeys performed by motor cycle will be Re 0-1-6 per mile. The nature of the conveyance used must be certified on the travelling allowance bill presented for payment.

(8) For the purpose of travelling allowance "Pay" is as defined in Fundamental Rules, Chapter II.

(9) Members of the Police clerical cadre are entitled to travelling allowance of the grade to which they belong under the above table according to their rate of pay, and subject to the provisions of Appendices J and K of the Travelling Allowance Rules.

(10) Police officers of grades II, III, IV and V may draw enhanced daily allowance of Rs. 9, Rs. 78, Rs. 6 and Rs. 4 per diem, respectively for journeys and halts on tour in the plains, provided that -

(a) the conditions that would entitled them to draw ordinary daily allowance are satisfied.

(b) the absence from headquarters exceed 72 hours.

(c) the enhanced daily allowance is not drawn in addition of mileage allowance.

APPENDIX No. 10.121*(b)*

SHOWING THE RATES AT WHICH POLICE OFFICERS ARE ENTITLED TO DRAW TRAVELLING ALLOWANCE FOR JOURNEYS ON TRANSFER

Serial No.	Appointment	BY RAIL OR STEAMER :- (Rule 2.84-1 PUNJAB FINANCIAL HAND BOOK NO. 2 VOLUME III)			
		For himself	For family	Personal effects	
				If travelling alone	If accompanied by family
1	2	3	4	5	6
1	Deputy Inspector-General	3 fares of the class to which he is entitled	On fare of each adult member of his family and one half fare for each child	Mds 40	Mds 60
2	Superintendents	3 fares of the class to which he is entitled	On fare of each adult member of his family and one half fare for each child	Mds 40	Mds 60
3	Assistant Superindents	Ditto	Ditto	40	60
4	Deputy Superintendents	Ditto	Ditto	20	30
5	Inspector	Ditto	Ditto	20	30
6	Sertgeants	Ditto	Ditto	20	30
7	Sub-Inspector	Ditto	Ditto	12	15
8	Assistant	Ditto	Ditto	12	15
8	Assistant Sub-Inspectors	Ditto	Ditto	12	15
9	Head Constables	Ditto	Ditto	12	15
10	Constables	One fare of 3rd class if travelling alone	Two fares of 3rd class if accompanied by family	$1\frac{1}{2}$	3

Actual cost of transporting, at owner's risk, conveyances and horses	BY ROAD JOURNEY :- (RULE 2.84-II PUNJAB FINANCIAL HAND BOOK NO. 2, VOLUME III)				For journey by road within sphere of duty
	For himself	For family	Personal effects		
			If travelling alone	If accompanid by family	
7	8	9	10	11	12
2 H. + 1 Ca. or 1 M. Ca. or M.C. or C.	Two mileage allowances at the rate to which he is entitled	One additional mileage allowance if two members and a second additional mileage allowancce if more than two members of his family accompany him	Mds 40	Mds. 60	
2 H. + 1 Ca. or 1 M. Ca. or M.C. or C.	Two mileage allowances at the rate to which he is entitled	One additional mileage allowance if two members and a second additional mileage allowancces if more than two members of his family accompany him	Mds. 40	Mds 60	4
(M.C. + 1 H.) or 2 H.	Ditto	Ditto	40	60	4
1 H.. + 1 Ca. or 1 M.C. or 1 C.	Ditto	Ditto	20	30	

1. H. or 1 M.C.	Ditto	Dotto	40	60	Actual cost of conveyance of 4 maunds of baggage, at rates to be laid down for each district by the Deputy Inspector General
1. H. or 1 M.C. or 1. C..	Ditto	Ditto	20	30	
1 H. or 1 M.C. or 1 C.	Ditto	Ditto	12	15	2 maunds as above
1 H. or 1 C.	Ditto	Ditto	12	15	Ditto
..	Ditto	Ditto	12	15	I maund as above
	(a) *Within the sphere of duty*				
	Mileage allowance as if on tour Re. 0-1-3 per mile	..	20 Srs.	..	..
	(b) *Without the sphere of duty*				
	Mileage allowance if travelling alone at Re 0-1-3 per mile and if accompanies by family at Re 0.-1-6 per mile		Mds $1\frac{1}{2}$	Mds. 3	

Note :-

(1) "Mca" means Motor Car, M.C. means motor cycle, including side- car; H means horse; Ca. means carriage; means ordinary cycle.

(2) For valid reasons, when a Police officer carried his personal effects by road between stations connected by rail or steamer he may draw actual expenses not exceeding the cost of their freight by goods train or steamer up to the limits of weight prescribed above, or the equivalent of the freight by goodS train, if carried by passenger train.

(3) The allowances in column 6 are subject to the distance travelled exceeding 80 miles and to the appointment to which the officer is travelling being one in which he is required by order of the Inspector-General to keep a conveyance. They are not granted to an officer transferred to a non-touring appointment.

(4) In the case of motor car, the cost of transporting a chauffeur or cleaner, and for each horse the cost of transporting one syce and one rass cutter may be drawn.

(5) If a Police officer takes his motor car or motor cycle by road between stations connected by Railway he may in place of the actual cost of transport draw the amount which would have been charged by the Railway for its transportation by rail, even though not actually carried by that means. Horses, carriage and ordinary cycles must be actually carried by the means, the rates for which are claimed.

(6) The actual cost of transporting includes empty haulage charge, if any is levied by the Railway authorities, for a covered carriage or motor car truck if one is not available at the station of despatch and has to be obtained from elsewhere.

(7) The allowances in column 9 will be charged for according to the schedule of prescribed means of transport and rates given in Appendix H, Punjab Financial Hand Book No. 2, Volume III.

(8) A member of an officer's family who follows him within six months or preceds him by not more than one month is considered to accompany him for purposes of claim to the above allowances. If such member travels to the officer's new station from a place other than his old station, either the actual fare for the journey taken or the fare admissible for the journey from the old to the new station, whichever is less, may be drawn.

(9) When the condition is attached that the officer must have touring duties, the conveyance allowance will not be granted when be is transferred from a touring to a not-touring post.

FORM No. 10.5

STATEMENT OF EXPENDITURE FOR THE MONTH OF 19
DISTRICT EXECUTIVE FORCE.

Head of Accounts	ALLOTMENT				EXPENDITURE		Balance available for expenditure	REMARKS
	Origiinal	Increase	Decrease	Total	During the month	Up to date		
1. Pay of Officers, Non-voted								
Superintendent of Police. Assistant Superintendent of police Leave salary								
Total pay of officers, Non-voted								
2. Pay of Officer, Voted								
Superintendent of Police Deputy Superintendent of Police Leave salary								
Total pay of Officers - Voted								
3. Pay of Establishment								
Inspectors -								
Pay								
Leave salary								
Segeants -								
Pay								
Leave salary								
Sub-Inspectors -								
Pay								
Leave salary								
Assistant Sub-Inspectors -								
Pay								
Leave salary								
Power Subordinates								
Pay								
Leave salary								
Total pay of Establishment								
4. Travelling Allowance								
Non-voted								
Fixed Conveyance Allowance								
Travelling Allowance								
Total Travelling Allowance,								
Non-voted								

5.. Travelling Allowance Voted								
Fixed Conveyance Allowance								
Travelling Allowance								
Total Travelling Allowance, voted								
6. Other Allowance And Honoraria, Non-voted								
Compensatory Allowance Allowances to Imperial Service								
Police Officers for uniform, horse and saddlery								
Cost of passages granted under the Superior Civil Service Rules, 1924								
Total Other Allowances and Honoraria, Non-voted								
7. Other Allowances and honoraria-voted								
1. House rent allowance								
2. Conpensatory allowance								
3. Allowance to holders of King's Police Medals								
4. Grain Compensation Allowance								
5. Rewards to Government servants								
6. Rewards to Police Zaildars								
7. Rewards for proficiency in oriental languages								
8. Carriage of Constabulary.								
9. Grant of Provincial Service Police Officers for uniform, horse and saddlery								
10. Cost of Railway Warrants								
Total Other Allowances and Honoraria, Voted								
8. Supplies and Services								
1. Clothing								
2. Equipment								
3. Purchase and repair of gymnastic apparatus								
4. Traction of prison Vans								
5. Rewards to private persons								
6. Other Supplies and Services								

7. Ordance Stores								
Total Supplies and Services								
9. Contract Contingencies								
1. Postage								
2. Tour charges								
3. Bearing charges								
4. Repairs to arms and accoutrements								
5. Hot and cold weather charges								
6. Fixed contingencies								
7. Purchase and repair of tents								
8. Purchase and repair of furniture								
9. Miscellaneous								
Total Contract contingencies								
10. Audited contingencies								
1. Rants, rates and taxes								
2. Telephone charges								
3. Cost of books								
4. Cost of survey maps								
5. Pay of menials								
6. Allowances to cattle pound sweepers for sweeping police stations								
7. Purchase and repair of typewriters								
8. Purchase and repair of bicycles								
9. Petty construction and repairs								
10. Stationery purchased in country								
11. Feeding and keeping of animals of Mounted Police officers under suspension								
12. Other Contingencies								
Total Audited contingencies								
11.26-H - Miscellaneous								

Contingencies - Improvements of Police Lands **12.47 - Miscellaneous Departments** (Transferred) Registration of Vital Statistics								

(Standard Form)

FORM NO. 10.12

POLICE DEPARTMENT ________ DISTRICT.

MEMORANDUM SHOWING THE RECEIPT, EXPENDITURE, AND BALANCE OF MONEY IN THE CASH CHEST ____________

1	2	3	4	5	6
Date of entry with reference to General Cash Book	Description of money	Receipt	Expenditure	Balance	Initial of Officer
		Rs. A.P.	Rs. A.P.	Rs. A.P.	

(To be hand drawn)

FORM NO 10.14

No. I ________________________
Received from _________________
The sum of Rupees _____________
on account of __________________
____

No. I ________________________
Received from _________________
The sum of Rupees _____________
on account of __________________
____

(Bilingual Form)

Dated ____________
The ___________ 19

Superintendent of Police

FORM NO. 10.17

POLICE DEPARTMENT

No. ___________

Road Certificate

DISTRICT _________
POLICE STATION ___________
LINES OFFICE ___________

ROAD CERTIFICATE

1	2	3	4	5			6	7
Name of prisoner and percentage and offence of which acused by the Police with number of charge sheet.	Date and time of despatch	Date and time of arrival at destination	Description of money or other property sent, with number and weight of each article	Amount of diet money expended on account of prisoners and witnesses			Signature of receiving Officer	REMARKS (including reference to cash book or corresponding entry).
				Rs.	A.	P.		

Signature of official remitting the money or property etc.

FORM No. 10.20(1)

POLICE DEPARTMENT DISTRICT

CHANDA FUND SUBSCRIPTION REGISTER FOR THE YEAR

Sr. No.	Name of Subscriber	Rate of Subscription	PAYMENT FOR												
			April	May	June	July	August	September	October	November	December	January	February	March	REMARKS
		Rs. A.P.													

FORM No. 10.20(2)

CHALAN FOR REMITTANCE OF CHANDA

MONEY TO THE TREASURY

ORIGINAL

(To be retained in the Treassury)

_______ Treasury Dated _________19

By whom brought	On what account	Name of subscriber	Amount			REMARKS
			Rs.	A	P	

Total in words.

Cash received.

Examined and entered.

Accountant.

Tresurer. Treasury officer.

FORM No. 10.20(2)

CHALLAN FOR REMITTANCE OF CHANDA

MONEY TO THE TREASURY

DUPLICATE

*For the Inspector- General's (Office)

_______ Treasury Dated _____ 19

By whom brought	On what account	Name of subscriber	Amount			REMARKS
			Rs.	A.	P.	

Total in words.

Cash received.

Examined and entered.

Accountant.

Treasurer. Treasury offier.

*(The name of each subscriber and the amount of his subscription to be given on this form. And note to be added of any vacancies or of men absent on leave or duty).

FORM No. 10.20(2)- *contd.*

CHALLAN FOR REMITTANCE OF CHANDA
MONEY TO THE TREASURY

(To be returned to the person making payment)

______ Treasury Dated ______ 19

By whom brought	On what account	Name of subscriber	Amount			REMARKS
			Rs.	A.	P.	

Total in words

Cash received

Examined and entered

Accountant.

Treasurer. Treasury Officer.

FORM No. 10.21

BILL No. __________ OF 19.

THE ____Dr.

To the Superintendent of Police District Cr.

1	2	3	4			5		
Date (and period) of supply	Numbers of quantity	Description of articles or of strength supplied	Rate			Amount		
			Rs.	A.	P.	Rs.	A.	P.
		Total Rupees						

Note :- A separate receipt will be given on adjustment of this Bill.

Dated ________________

(Standard Form) *Superintendent of Police*

*The*_______ *of*____ *19*

19

FORM NO. 10.27(1)(a)

POLICE DEPARTMENT ______ DISTRICT

ADDITIONAL POLICE ACCOUNT CASHBOOK

DAILY ACCOUNT OF ADDITIONAL POLICE FOR THE MONTH OF _____ 19

1	2	3	4	5			6		
Date No.	Order Book No.	Treasury Receipt No.	Detail of Receipt	Amount			Daily Total		
				Rs.	A.	P.	Rs.	A.	P.

1	2	3	4	5			6		
Date	Order Book No.	Voucher No.	Detail of Expenditure	Amount			Daily Total		
				Rs.	A.	P	Rs.	A.	P.

FORM No. 10.27(1)*(b)*

POLICE DEPARTMENT ______ DISTRICT

PAY AND CONTINGENT BILL OF ADDITIONAL POLICE

PAY AND CONTINGENT BILL OF ADDITIONAL POLICE EMPLOYED IN THE ABOVE DISTRICT FOR THE MONTH OF ____________________ 19

1	2		3			4	5		
Detail of Additional Police employed Located in village - Vide Punjab Govt. Notification No. dated	MONEY RECEIVED AND CREDITED TO GOVERMENT UNDER HEAD "XXIII - POLICE, COLLECTION OF PAYMENTS FOR SERVICES OF RENDERED - RECEIPTS ON ACCOUNTS OF ADDITIONAL POLICE UNDER SECTIONS 13, 14 AND 15 OF POLICE ACT V OF 1861."					Details of grades and numbers - periods for which employed and Contigent charges	Total of Salaries and Contingencies		
	For What Period		*Amounts**						
	From	To	Rs.	A.	P.		Rs.	A.	P.

**(When the period is over a month repeat entries in columns 1, 2 and 3 till the period expires)*

I certify that the Police above charged for were raised in addition to the sanctioned establishement for the periods specified incolumn 4 and that all money realized for the month in question or for a period including the month in question has been shown in column 3 and also that I have satisfied myself that all salaries included in bills drawn 30 days previous to this date with the exception of those detailed below (of which the total has be refunded by deduction from this bill). have been disbursed to the proper persons, and that their receipts have been taken in acquittance rolls filed in my office with receipt stamps duly cancelled for every payment in excess of Rs. 20. Further certified that all persons for whom pay has been drawn in this bill, have actually ben entertained during the month.

Received payment.

Dated ___________ *Superintendent of Police.*

_________________ 19

(Standard Form)

Memo. showing the disposal of the net amount required for payment.

	Rs.
(a) By Cash orders, *vide* chalan attached	---
(b) "Letters of credit, - *vide* chalan attached	--
(c) R.T.R. - *vide* applicationattached	--.
(d) "Money orders (including or excluding money order fee), - *vide* M.O. forms attached	---
(e) "Credit to chanda fund, - *vide* chalan in form 1-.20(2) attached	--.
(f) "Credit to XXIII Police, - *vide* chalan attached	---
(g) "Credit to XXIV - Stationery - *vide* attached	

(h) "Credit to Police deposit, - vide chalan attached	---
(i) Cash (Rule 10.42(1), - vide chalan attached	---
Total	

Dated _______________

*The*_______ ____ 19 .

Superintendent of Police

FORM No. 10.27(2)

POLICE DEPARTMENT ______ DISTRICT

ADDITIONAL POLICE ACCOUNT LEDGER

Name ___________________________________

Gazette Notification (No. and date ____

Gazette Notification (No. and date _____ Total e cost

Period ______ From ______ To ________

Pay _________________________________

Contingencies (including Clothing, Equipment and other allowances)__________________

Pensionary Charges

Total ________________________________

1	2	3	4	5	6	7	8	9	10	11
Date of entry Cash Books	RECEIPTS			EXPENDITURE		Balance difference between total cost and expenditure to date	DETAILS OF EXDENTITURE-COLUM			REMARKS
	Recovered during the month	Recovered up to date	Balance recoverable	Spent during the month	Spent up to date		Pay	Contingencies	Pensionary charges	
	Rs. A.P	Rs. A.P	Rs. A.P	Rs. A.P	Rs. A.P	Rs. A.P	Rs. A.P	Rs. A.P	Rs. A.P	

Note :- The ledger shall be totalled at the end of each month. Columns 3, 4 6 and 7 shall be filled in at the of month and not daily

FORM No. 10.27(3)

POLICE DEPARTMENT ______ DISTRICT

MONTHLY STATEMENT OF RECEIPTS AND EXPENDITURE OF ADDITIONAL POLICE FOR THE MONTH OF

1	2	3				4	5	6
Serial No.	Name of Additional Police	SANCTION OF GOVERNMENT OR OTHER AUTHORITY				RECEIPTS		
		Notifications No. date	*Period* From	To	Total cost	Recovered during the month	Recovered upto date	Balance recoverable (column 3 total costs minus cloumn 5)

7	8	9	10			11
EXPENDITURE			DETAILS OF EXPENDITURE COLUMN (7)			REMARKS
Spent during the month	Spent up to date	Available balance for expanditure Col. 3 total cost minus col. 8)	Pay	Contigencies	Pensionary charges	

Dated ________________

*The*_______ ____ 19 .

Superintendent of Police

FORM No. 10.28

POLICE DEPARTMENT ______ DISTRICT

INCOME RETURN

STATEMENT OF REVENUE AND RECEIPTS CLAINABLE, REALISED AND CREDOTED IN THE _______ DISTRICT FOR THE MONTH OF _______19 .

1	2	3	4	5	6	7	8	9	10
Major or head or service	Minor and detailed heads of receipts	Budget estimate for current year	Actual realisations during the same month last year	Actual realisations during the month now reported on	Actual relisations from commencement of year to close of the month last year	Actual relisations from commencement of year to close of the month last year	Anticipated realisations for reminder of current	Total Present estimate for current year 9 columns 7 and 8)	Explanation of improtant difference between columns s 4 & 5, 6 and 7 and 3 and 9)
XXIII.--Police	1. Contribution for Railway Police ..								
	2. Fees, fines and forfeitures								
	3. Recoveries of over payments								
	4. Collection of payments for services rendered -								
	(a) Fees paid by Indian States on account of students deputed to Police Training school								
	(b) Contributions by Indian states towards Finger Print Bureau Phillaur..								
XXIII-*concld*	(c) Recoveries of Leave Salary contribution of officers lent on foreign service								
	(d) Contribution for passages of Government servants lent to other Governments								
	(e) Contribution for passages of Govt. servants lent on foreign services								
	(f) Recoveries of contributions towards horse, saddlery and uniform allowances of officers, lent on foreign service								

	(g) Receipts on account of additional Police employed under sections 13, 14 and 15 of Police Act V, 1861								
	(h) Other items								
	5. Miscellaneous --..								
	(a) Police land receipts								
	(b) Miscallenous								
	6. *Deduct* - Refunds..								

Note : (1) Receipts under item 1 are adjusted by book transfer by the Accountant-General, Punjab.

(2) *Item 2* - Fines are not imposed. Income on account of copying fees and service cards should be reported under this head.

(3) *Item 3* - This income under this head represents receveries on account-payments in previous years.

FORM No. 10.33(1)

POLICE DEPARTMENT ______ DISTRICT

VOUCHER No. _______ Month of ___________ 19.

Head of appropriation chargeable	
(Translation in Urdu)	Received this ___________________ day of _______ the sum of Rupees ______________________________ ________________________________ being the amount due to me for _________________

Dated 19 Rs........

Claimant's Signature

FORM NO. 10.39(6)

POLICE DEPARTMENT ______ DISTRICT

MEMORANDA FOR OBTAINING CHEQUES POLICE DEPOSIT ACCOUNTS FOR WHICH MONEY IS REQUIRED

1	2	3	4	5			6			7	
Order Book No.	Voucher No.	Name and address of payee	On what account	AMOUNT TO BE PAID FROM SUB-HEAD							
				Clothing			Equipment			Total	
			Total Rs.								

FORM NO. 10.42(1)(A)

POLICE DEPARTMENT ______ DISTRICT

CASH DISTRIBUTION REGISTER FOR THE FINANCIAL YEAR

		DESCRIPTION OF BILLS, CHEQUES ETC. ________________								
Sr. No.	Description of head, sub-head, & C., to which the money should be credited or the name of office to whom the money should be paid	Rs.a.p	Number of cash order or cheque or recipient	Rs.a.p	Number of cash order or cheque or Signature of recipient	Rs.a.p	Number of cash order or cheque or Signature of receipient	Rs.a.p	Number of cash order or cheque or Signature of recipient	Remarks
	By credit to XXIII-Police									
	By credit to Chanda Fund By credit to Police Demposit By credit to XLV - Stationery By M.O. through treasury *per contra* transfer By remittance Transfer Receipt Service Labels									
	Total									
	Amountant .. Lines Officer ...									
	Total ..									
	Total									
	No. of Cheque or Letters of Credit									
	Total --									
	No. of Cheque or Letters of Credit									
	Total									
	No. of Cheque or Letters of Credit									
	Total No of Cheque or Letters of Credit									

	Total of amount remitted by Letter of Credit or cheque									
	Total amount of Bill, Cheque, & c.									
	Initial of Accountant, with date									
	Initial of Gazetted Officer with date									

FORM No. 10.42(1)(B)
ADVICE NOTE

From Superintendent of Police

To Sub-Inspector of Police, Despatch Register No.

Dated 19

1. You are authorised to draw Rs. as detailed below from the treasury at
2. A letter of credit for the amount is forwarded to
3. This advice note should be signed and returned by you as soon as you have drawn the money shown in it from the Tresury.
4. Vouchers, etc., signed by the actual payees, must be submitted be you immediately on disbursement.

On account of	Amount
	Rs. a.p.

Superintendent of Police

*In the Railway Police, the words ‘R.T. Receipt"shall be inserted for the words letters of credit. The paragraph should be struck out, when no letter of credit is forwarded.

FORM No. 10.48(1)

POLICE DEPARTMENT ______ DISTRICT

CASH BOOK OF THE ______________ DISTRICT FOR THE MONTH OF ____ 19

1	2	3		4	5	6	7	8	9	10	11
Date	No. of order Boo	No. of Treasury Receipt		Detail of receipts		ON ACCOUNT OF				Total	Daily Total
		Receipt Book			General Cash Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
May 1st	..			Balance brought forward	Rs. A.P.	Rs. A.P	Rs. A.P	Rs. A.P	Rs. A.P	Rs. A. P	Rs. A.P
		TR									
’’	462	25-26		By Salary Bill of Upper Subordinate for April, 1914 (net	211 4 8	6,567 152	1,353 51	196 0 11		8328 9 10	
		TR									

	462	25-26		By Salary Bill of Lower Subordinates for April, 1914 (net)	1,977 0 0	1000		1000	300	2,000 0 0	
’’	..	..		Ditto (arears), for January to March, 1914	4,987 13 0	200		880	1110	5,000 0 0	
’’	..	-	-	By Travelling Allowance Bill (No. 2) for February and March, 1914	300 0 0	-				300 0 0	
’’		TR				-					
	468	26		By Abstract Contingent Bill (General), No. 6	200 0 0					200 0 0	
’’	..	-	-	By Abstract Contingent bill (Petty Construction and Repairs), No. 1	499 8 0	-			0 8 0	500 0 0	
’’	..	-	-	By Abstract Contingent Bill (Stationery and Printing), No. 3	1000	-				1000	
		TR				-					
’’	..	25		By Salary Bill of Additional Police for April, 1914	1000					1000	
’’	..	-	25	Állowances for Police Lock up Bhisties for April, 1914	6000	2000	4000			12000	
’’	..	-	26	Allowances for cattle pounds for April, 1914 D.B. Cheque No - 34328/279 Dated 30th April 1914)	2000					20000	
		TR									
		26	27	From Mr, C.D., Superintendent of Police, subscription to Police Garden for April, 1914	10000					10000	
					-	-			200	200	16,5909 10
				Carried over	8,375 9 8	6,599 15 2	13,393 5 1	214 8 11	730	16,590,9 10	16,590 9 10

FORM NO. 10.48(1) - Continued

POLICE DEPARTMENT ______ DISTRICT

CASH BOOK OF THE _________ DISTRICT FOR THE MONTH OF _____ 19

1		2	3	4	5	6	7	8	9	10	11
Date		No. of Order Book	No of Voucher	Detail of payment	ON ACCOUNT OF					Total	Daily Total
					General Cash Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
					Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P	Rs A. P.
May	1st	480	. .	Refund of railway fare to Imam Din of Kaithal City	1000	...	..	..	..	1000	..
,,	,,	..	..	Disbursed salaries of Upper Subordinates as under -							
,,	,,	..	..	To Lines officer (specially authorized under rule 10.41*(a)* in cash	51900	..	..	..	..	..	..
,,	,,	..	..	To Sub-Inspector by money order	20000	..	..	..	..	..	..
,,	,,	..	..	To Sub-Inspector by money order	5000	..	..	..	..	..	..
,,	,,	...	..	Remitted by R.T. Receipts	5000	..	..	..	..	..	..
,,	,,	..	..	Remitted by Tahsil Orders	1,028 00	..	..	..	..	..	..
,,	,,	261	18	To Muhammad Din, Leather Contractor, Lahore, cost of 3 saddles recovered from Upper Subordinates	13000	..	..	..	..	..	..
			T.R.								
,,	,,	..	26	Credited to XVII-Police on account of subscription to Police Garden	..	..	..	..	..	..1,977 0 0	..
,,	,,	..	..	Disbursed salaries of Lower Subordinates as under -	..	..	..	..	300	300	..
,,	,,	..	..	To Lines Officer (specially authorized under rule 10.41(a) in cash	2,100 0 0	..	..	..	..		..
,,	,,	..	..	To Sub Inspector by money order	150 13 0	..	..	..	..	..	..
,,	,,	..	..	To Sub-Inspector by money order	200 0 0	..	..	..	..	..	..
,,	,,	..	..	Remitted by R.T. Receipts	300 0 0	..	..	..	..	..	..
,,	,,	..	..	Remitted by Tahsil Orders	2,230 10 0	..	..	..	..	..	..

’	’’	262	19	To Parsa, Shoe-maker, of City cost of a baton ..	0 6 0	..	..	..	..	..	..
			T.R.								
’’	’’	..	28	Credited to Chanda Fund	6 0 0	..	..	..	..	4,987 13 0	..
				Carried over ...	6,974 13 0	..	..	..	300	6,977 13 0	..

FORM NO. 10.48(1)

POLICE DEPARTMENT ______ DISTRICT

CASH BOOK OF THE _________ DISTRICT FOR THE MONTH OF _____ 19

1		2	3		4	5	6	7	8	9	10	11
Date		No. of Order Book	No. OF		Detail or receips	ON ACCOUNT OF					Total	Daily Total
			Treasury Receipt	Receipt Book		General Cash Account	Clothing Fund	Equipment Fund	Additional Account	Departmental revenues		
					Brought fprward	Rs. A. P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.
			T.R.									
May	8th	...	29	28	Cash found in possession of Constable No. 171, Ruldu, deceased	8,375 9 8	6,599 15 20	1,393 5 1	214 8 11		16,590 9 10	16,590 9 10
		T.R.										
May	15th	30	..	29	From Mounted Constable No. 67, Salag Ram, price of a remount of the Chanda Fund Sold to him	..	..	..	10 15 3	7 3 0	10 15 3	10 15 3
’’	20th	..	..	30	Chanda for Mounted Constable No. 62, Gamun (retired) - Inspector-General’s Cheque No. - 27385/205 dated 17th May, 1914	100 0 0	...	..	..	..	100 0 0	100 0 0
					..	100 1 0	..	..	..	..	100 1 0	100 10
’’	25th	..	..		By Travelling Allowance Bill No. 3, April, 1914	50 0 0	..	..	..	..	57 0 0	
’’	’’	..	..		By Abstract Contingent Bill (General), No. 7	288 0 0	..	..	...	..	288 0 0	338 0 0
					Carried over	8,913 10 8	6, 599 15 2	1,393 5 1	225 8 2	7 3 0	17, 139 10 1	17,139 10 1

FORM NO. 10.48(1)

POLICE DEPARTMENT ______ DISTRICT

CASH BOOK OF THE _________ DISTRICT FOR THE MONTH OF _____ 19

1		2	3	4	5	6	7	8	9	10	11
Date		No. of Order Book	No. of Voucher	Details ofpayment	ON ACCOUT OF					Total	Daily Total
					General Cash Amount	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenue		
				Brought forward ..	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.
			T.R.								
May	1st	462	26	Credited to XVII-Police, subscription to Police Garden	6,974 13 0	..	..	..	300	6,977 13 0	..
,,	,,	..	..	Disbursed ''Arrears'' of Lower Subordinates as under -	..	..	..	..	1 11 0	1 11 0	..
,,	,,	..	..	To Lines Officer in cahs ..	255 0 0	..	..	..	..	-	..
,	,,	..	..	By tahsil Orders Travelling Allowance-vide	45 0 0	..	..	..	..	300 0 0	..
,,	,,	..	..	Bill No. 2, in Travelling Allowance Register	200 0 0	..	..	..	..	200 0 0	..
			T.R.								
,,	,,	..	26	Contingencies, - vide Contingent Register Part I	499 0	..	..	..	0 8 0	500 0 0	..
,,	,,	..	..	Contingencies, - vide Contingent Register Part II	1000	..	..	..	..	1000	..
,,	,,	..	..	Contingencies, - vide Contingent Register Part III	..	..	..	..	..	1000	..
,,	,,	..	..	Disbursed salaries of Punitive polic at Nairaina for April, 1914	5700	..	..	..	..	- 00	...
,,	,,	..	20	House-Rent Rs. 2 and fixed Allowance Re. 1	300	..	..	..	..	6000	..
,,	,,	..	..	Disbursed - Lock-up Bhishties Allowances, - vide Cash Distribution Register	10000	..	..	..	..	2000	..
,,	,,	..	..	Disbursed cattle-pound allowance - vide Cash Distribution Register	10000	..	..	-	...	10000	..
			T.R.								
,,	,,	..	26	Credited into Treasury under XVII-Police on account of police garden subscription received from Mr. C.D., Superintendent of Police	..	...		...	200	200	..
				Carried over	8,174 5 0	..	..	..	730	8,181 0 0	..

FORM NO. 10.48(1)

POLICE DEPARTMENT ______ DISTRICT

CASH BOOK OF THE _________ DISTRICT FOR THE MONTH OF _____ 19

1		3		4	5	6	7	8	9	10	11
Date	No. of Order Book	No. of		Detail of receipts	ON ACCOUNT OF					Total	Daily Total
		Treasury Receipt	Receipt Book		General Cash Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
				Brought forward	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A. P.	Rs. A.P.	Rs. A.P.
				Certificates	8,91310 8	6,599 152	1,39351	22582	730	17,1391 01	17,1391 01
				I certify that Rs. 91-4-8* (Rupees ninety-eight, anas four and pies eight only) are in the Cash Chest; there is no R.T.R. with the accountant or cash in the hands of any disbursing officer (Rule 10.48(3). I have satisfied myself that the accountants are correct and that the charges entered in this Book have been really paid. Vouchers for all items of expenditure are in the office files with the exception of Nos. 25 and 26, and Nos. 16 and 17 referred to in the last months'certificates have since been received and filed. I am responsible that the vouchers have been so defaced that they cannot be used again. C.D.,							
				Superintendent of Police Detail of balance in cash chest.							
				*(1) 1-3-15 - Rs. A.P.							
				Cost of saddles (2) 7-3-15 - 89 0 0							
				Undisbursed salaries 9 4 8							
				Total 98 4 8							
				Carried over ..	8,913 10 8	6,599 15 2	1,393 5 1	225 8 2	7 3 0	17,139 10 1	17,139 10 1

FORM NO. 10.48(1)

POLICE DEPARTMENT ______ DISTRICT

CASH BOOK OF THE _________ DISTRICT FOR THE MONTH OF _____ 19

1		2	3	4	5	6	7	8	9	10	11
Date		No. of Order Book	No. of Voucher	Detail of payment	ON ACCOUNT OF					Total	Daily Total
					General Cash Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
				Brought forward	Rs. A.P.	Rs. A.P.	Rs. A.P	Rs. A.P	Rs. A.P	Rs. A.P	Rs. A.P
				Police Deposit Cheque No. 28384/284	8,174 5 0	..	..	..	7 3 0	8,181 8 0	
May	1st	..	21	Disbursed clothing money of Constable No. 10, Allah Bakhsh, invalid	..	1600	..	..	..	..	..
’’	’’	..	21	Disbursed clothing money of Constable No. 17, Ram Chand, invalided	..	1600	..	..	..	..	..
’’	’’	..	21	Cost of blacking for marking pantaloons of Lekh Ram, Merchant	..	100	..	..	..	..	..
’’	’’	..	..	Stamp affixed on Cheque	..	010	..	..	..	..	..
’’	’’	..	22	Cost of 200 beds at Rs. 3 (less advance to Ghasita, Carpenter, of city	..	..	25000	..	..	..	..
’’	’’	..	23	Cost of repairs to 3 beds and 10 boxes to Nablu, Carpenter, of Kaithal	..	..	430	..	..	..	..
’’	’’	„	24	Estate of S.I.N.D., to his son and heir, Constable No. 326 X.Y.	..	..	11057	..	..	..	..
’’	’’	..	25	Estate of Head Constable M.L., No. 79 to his widow Mussammat G.H.	..		..	4000	..	..	..
’’	’’	..	26	Estate of Constable No. 45, Shakru, to his brother and heir Qudrn of V. - Police Station -	..		..	2934	..	466 12 11	8,648 4 11
				Carried over	8,174 5 0	33 1 0	254 3 0	1798 11	730	8,648 4 11	8,648 4 11

FORM NO. 10.48(1)

POLICE DEPARTMENT ______ DISTRICT

CASH BOOK OF THE _________ DISTRICT FOR THE MONTH OF _____ 19

1	2	3		4	5	6	7	8	9	10	11
Date	No. of Order Book	No. of		Detail of receipts	ON ACCOUNT OF					Total	Daily Total
		Treasury Receipt	Receipt Book		General Cash Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
				Brought forward	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.
				Advance Recoverable	8,913 10 8	6,599 15 2	1,393 5 1	225 8 2	7 3 0	17,139 10 1	17,139 10 1
				Clothing Fund							
				Rs. A.P.							
				(1) Cost of great coat of Constable 15							
				Bhuru 6 8 0							
				(2) ---------------							
				(3) ---------------							
				Equipment Fund							
				Rs. A.P.							
				(1) Ghasita, carpenter (on - April, 1914) providing beds .. 350 0 0							
				Abstract of balance under ''Estates''							
				Rs. A.P. 4-3-14 - Constable Sukhu, No. 8 4 0 0 8-5-14 - Constable Ruldu, No. 171 .. 10 153 ------------- Total .. 45 15 3 -------------							
				Grand Total .	8,913 10 8	6,599 15 2	1,393 5 1	225 8 2	7 3 0	17,139 10 1	17,139 10 1

FORM NO. 10.48(1)

POLICE DEPARTMENT ______ DISTRICT

CASH BOOK OF THE _________ DISTRICT FOR THE MONTH OF _____ 19

1		2	3	4	5	6	7	8	9	10	11
Date		No. of Order Book	No. of Voucher	Detail of payment	ON ACCOUNT OF					Total	Daily Total
					General Cash Account	Clothing Fund	Equipment Fund	Additional Police Account	Departmental Revenues		
					Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.

				Brought forward	8,174	33 1 0	254 3 0	179 8 11	7 3 0	8,648 4 11	8,648 4 11
May	21st	..	..	Chanda to Gamu, late Mounted Constable No. 62	100 0 0	..	..	..	..	..	..
				Stamp affixed on Chanda Cheque	0 1 0	..	..	..	..	100 1 0	100 0 0
,,	22nd	..	..	Rewards to Sub-Inspectors H.M. and M.R. at Rs. 50 each	100 0 0	..	..	..	..	100 0 0	..
,,	,,	..	..	Wages of coolies who repaired butts (5th to 7th)	3 0 0	..	..	..	..	3 0 0	103 0 0.
,,	25th	..	..	Travelling allowance,-vide Bill NO. 3, in Travelling Allowance Register	50 0 0	..	..	..	..	50 0 0	..
,,	,,	..	..	Contingencies, -vide Contingent Register, Part I	288 0 0	..	..	..	..	288 0 0	338 0 0
			T.R.								
,,	29th	..	30	Credited into Chanda Fund, price of a remount of the Chanda Fund sold to Mounted Constable Salag Ram	100 0 0	..	..	..	..	10 0 0 0	100 0 0
				Total	8,815 6 9	33 1 0	254 3 0	179 8 11	7 3 0	9,289 5 11	9,289 5 11
				Balance	98 4 8	6,566 2	1,130 2 1	45 15 3	..	7,850 4 2	7,850 4 2
				Carried forward	8,913 10 8	6,599 15 2	393 5 1	225 8 2	7 3 0	17,139 10 1	17,139, 10 1

FORM No. 10.50(b)

POLICE DEPARTMENT ______ DISTRICT

POLICE LANDS IMPROVEMENT FUND CASH BOOK

Date of entry in Cash Book	Amount credited to Government under XXIII-Police Miscellaneous Police Lands Receipts	Monthly Total	Remarks giving brief particulars of all receipts	Date of entry in Cash Book	Total of each abstract Contingent Bill	Monthly Total	Remarks giving brief detail showing Establishment and Contigent expediture separately
1	2	3	4	1	2	3	4

FORM No. 10.50(c)

1	2	3	4	5	6
Month and Date	Treasury receipt No.	Department receipt No.	Details of Receipts	Amount	Total
				Rs. A.P.	Rs. A.P.

1	2	3	4	5		6	
Month and Date	Cheque No.	Voucher No.	Details of Payment	Amount		Total	
				Rs.	A.P.	Rs.	A.P.

(To be drawn by hand)

FORM No. 52(a)

POLICE DEPARTMENT ________________________DISTRICT

POLICE STATION REGISTRATION NO. XX , PART (1)

Cash Account of monies such as pay, allowances and miscellaneous, transactions etc. of Police station

(*See* Rule 22.71)

1	2	3	4	5	6	7	8			9	
Annual Sr. No.	Date	Nature of expenditure	Receipt	Expenditure	Balance	Reference to previous, sub-sequent, or final number	REFERENCE TO			DETAIL OF BALANCE TO BE GIVEN DAILY	
							(a) Receipt book No. (Rule-10-14)	(b) Road certificate. No.(Rule10-17)	(c) No. of entry instation diary in which details are given	Reference to Sr. No. of this Register on which amount composing balance was originally entered	Description of money
219	26-26	*For the month Balance from last month*	Rs. 25	Rs	Rs. 25					215	Rs. Reward due to Dharam Sinh Zaildar of village.
220	4-6-26	Pay for May 1926	405		430	221 224 225	50			215	(1) Reward 25 due to Dharam Singh Zaildar

221	4-6-26	To pay of Sub-Inspector'H.Cs. and Cs		352	78	220	51			220	(2) Pay of F.Css.	53
222	5-6-26	Pay of menials for May, 1926.	44		122	227	51		215		Total (1) Reward due to Dharam Singh, Zaildar 25	78
223	4-6-26	Travelling Allowance of Establishment (Bill No. 15)	200		322	226		52		222 223	(2) Pay of menials (3) Travelling Allowance of Establishment Total	44 20 89
224	5-6-26	To. S.I. Shahabad - Pay of C., No. 25, Nanda, transferred to that P.S.		17	305	220		70				
225	5-6-26	To pay of Foot Constables		36	269	220						
226	5-6-26	Disbursed Travelling Allowance of Establishment		180	89	223						
227	10-6-26	Disbursed pay menials for May, 1926		44	45	222						
228	10-6-26	To Dharam Singh, Zaildar		25	20	215				223	Travelling Allowance of Establishment	20
229	25-6-26	Estate of deceased C. No. 35, Abdulla of Ambala District, due to his widow, Mussammat of Vill	50		70		53			223 229	(1) Travelling Allowance of Establishment (2) Estate Total	20 50 70
		Total for June, 1926	724	654	70							

Notes : (1) A line shall be drawn after each entry.

(2) The Serial No. in which the final transaction is completed should be entered in *red ink* opposite the Serial No. in which the receipt of the amount in question has been finally adjusted.

(3) When an item is pending final adjustment the *red ink* Number will not be given.

FORM No. 10.52(b)

POLICE DEPARTMENT DISTRICT

POLICE STATION REGISTER No XX, PART (2)

PERMANENT ADVANCE Rs. 20

CASH ACCOUNT OF PERMANENT ADVANCE OF POLICE STATION

1	2	3	4	5	6	7	8			9	10
.Annual Sr. No	Date	Nature of expenditure	Receipt	Ependiture	Balance	Reference to previous subsequent or final Numbers in this Register regarding the same transaction. In the case of final disposal, entry to be made in red in	REFERENCES			Reference to the entry in the Correspondence Register (No.5), relating to the application made for recoupment	Remars
							(a) Receipt book No. (Rule 10.17)	(b) Road Certificate No. (Rule 10.17)	(c) No. of entry in station diary in which details are given		
		For the month of June 1926	Rs.	Rs.	Rs.						
180	1st June 1926	Balance	15		15				2		
181	5th June	By departmental expenses bill 20th May, 1926	2		17	150	22		18		
182	9th June 1926	Judicial expenses in case First Information Report No. 27, dated 24th May, 1926		5	12	184				No. 6, dted 9th June, 192	
183	15th June, 1926	Repairs to beds and boxes		3	9	185				No. 17, dated 15th June, 1926	
184	20th June, 1926	By judicial expesses bill, dated 9th June, 1926	5		14	182			15		
185	25th June, 1926	By departmental expenses bill, dated 15th June, 1926	3		17	183			17		

186	28th June 1926	Judicial expenses in case First Information Report No. 32, dated 15th June, 1926		7	10					No. 22, dated 28th June 1926	
187	29th June 1926	Repairs to chair		2	8					No. 24 dated 29th June, 1926	
		Total	25	17	8						

Amount of permanent advance 20 12 8

Detail of items recoverable with dte of application

170, 20th May, 1926 3

186, 28th June, 1926 7

187, 29th June, 1926 2

Total 12

Notes :- (1) A line shall be drawn after each entry

(2) When an item is pending final adjustment, the red in Number with not be given.

FORM No. 10.59

REMOUNT CHARGES AND CHANDA REFUNDS

POLICE DEPARTMENT DISTRICT

Note:- Answer those items which are applicable. Draw a pen through all others.

Application on behalf of Mounted Constable/Head Constable Constabulary No. Horse/Camel Sowar of the district for payment/refund of Chand money for *purchase of a remount*

on ceasing be a member of the Chanda Fund)

Payment for remounts

1. Date of enrolment of previous animal.

2. Date of removal of previous animal from the Chanda Register.

3. Reason for removal of the animal from the Register. (Attach Committee's report, if any)

4. Amount recovered on account of sale-proceeds of animal (if unserviceable) and the date on which credited into the treasury.

5. Date of entry of the new remount for which Chanda money is required. If not already submitted, attach a copy of the new entry in the Chanda Register. [Form 10.20(1).]

6. Amount required for payment under Rule 7.12, Police Rules.

Refund of chanda money

1. Amount of Chanda money paid by Sower on joining the Chanda Fund. If the Sowar brought his own animal, the fact should be noted here.

3. Date from which the subscriber ceased to be a member of the Chanda Fund.

4. Amount required for refund to the applicant under Police Rule.

5. State how the animal of the ex-subscriber has been disposed of.

6.. Name of the new subscriber, with Constabulary No. and the date of joing the Chanda Fund.

7. Amount of Chanda money paid by the new subscriber and the date on which credited in the Treasury.

8. Remarks by Superintendent of Police.

Dated ----------------- ----------------------------

Superintendent of Police

The ---------- 19

ORDER

Sanctioned for Rupees (Rs.) and

paid by cheque No. dated

By order

Assistant Inspector-General of Police, Punjab.

FORM No. 10.61(4)

POLICE DEPARTMENT DISTRICT

BILL FOR ALLOWANCES OF BHISTIS AND SWEEPERS EMPLOYED AT THE POLICE STATION LOCK-UPS FOR THE MONTH -----------------------OF

1	2	3		4		5		6
Serial No.	Name of Police	Allowance for Bhisti		Allowance for sweeper		Total		Remarks
		Rs.	A. P/	Rs.	A. P	Rs.	A. P	
	Total							

Memorandum showing the disposal of the Bill

	Rs.
(1) By letters of credit, *vide* Chalan attached	--
(2) By cash order - *vide* Chalan attached	--
(3) Cash (if any)	--
Total	___________

DATED

The 19 *Superintendent of Police*

FORM No. 10.64

POLICE DEPARTMENT DISTRICT

CERTIFICATE

I OD HEREBY CERTIFY that I have examined _________________________ _ ______________ a candidate for employment in the Police Department, and cannot discover that he has any disease, constitutional affection, or bodily infirmity, except _______________

I do not consider this a disqualification for employment in the office of ____ _________________

His age is according to his own statement __________ years, and by appearance about ______ _____ years.

Dated ________________________

Principal Medical Officer
of Deputy Chief Medical Officer (Medical)

[Note when an officer is transferred from one office to another, the duties of which are different in character, a Commissioned Medical Officer, or Medical Officer in charge of a Civil Station, should report whether the defect, if one exists will materially interfere with the discharge of his new notes by the officer transferred.]

[Prescribed by Rule 3.1, P.F.H.B. No. 2 Vol. II]

I declare that I have never been pronounced unfit for Government employment a medical Board or any other duty constituted Medical Authority.

FORM No. 10.76(4)

APPLICATION FOR THE GRANT OF HOUSE ALLOWANCE TO UPPER SUBORDINATES

POLICE DEPARTMENT DISTRICT

HOUSE-RENT ALLOWANCE CEASED TO BE DRAWN				
Serial No. the permanent list of sanctions	Name, rank and number of officer who ceased to draw house-rent allowance	Rate of house-rent allowance	Date from which the house rent allowancer ceased to be drawn	Reasons for cessation
1	2	3	4	5

ALLOWANCE APPLIED FOR						
Name, rank and number of officer for whom house-rent allowance is applied for	Locality of proposed	Name of owner of house proposed to be rented	Rate of house-rent allowance	Date from which sanction is asked for	Grounds of application	Net progressive total of house rent allowance if the changes are sanctioned
6	7	8	8	10	11	12

Note I : Applications for reduction or increase of existing house-rent allowance and intimation of the cessation of allowances should also be submitted in this form.

Note II : There shall be two separate progressive totals, vix., one for Europen Inspectors and Segeants, which will be shown in the applications for house-rent allowances for such officers to be forwarded to the Inspector- General of Police, and the other for Indian Inspectors which will be shown in the applications for house-rent allowances for such officers to be forwarded to the Deputy Inspector-General of Police.

Note III : The Inspector-General of Police and the Deputy Inspector- General of Police shall communicate the sanction accorded by them to Superintendent of Police from whom the application was received. (*see* reverse)

1. Remarks by Superintendent of Police *(a)*

DATED __________ } Superintendent of Police

The ____________19 . } -------------------------------------District

2. Tehsildar's report whether the rent proposed is reasonable according to local rates (b) Dated

Tehsildar

__________________ Tehsil,

3. Forward to the $\frac{\textit{Deputy Inspector–General of Police}}{\textit{Inspector–General of Police, Punjab, Lahore}}$ Range, for orders.

Superintendent of Police.

No. , dated District

Sanctioning authority's orders *Signature*

dated.

(a) Mention here also that no Government quarter is available for his officer.

(b) To be obtained through District Magistrate.

FORM No. 10.76(5)

PERMANENT LIST OF HOUSE-RENT ALLOWANCES SANCTIONED

European Inspectors and *Sergeants*
Indian Inspectors in the district
Sub–Inspectors, *Assistant Sub–Inspectors* and *Head Constables*

Serial No.	Name, rank and number	Rate of house Rent allowance	Date from which sanctioned	Authority	Progressive total	REMARKS
1	2	3	4	5	6	7

(To be drawn by hand)

FORM No. 10.76(6)

POLICE DEPARTMENT

RANGE/PROVINCE

MONTHLY CONSOLIDATED STATEMENT OF SANCTIONS FOR THE GRANT OF CESSATION OF HOUSE RENT ALLOWANCES TO INDIAN INSPECTORS ______ DURING THE MONTH EUROPEAN INSPECTORS AND SERGEANTS OF 19 .

Sr. No.	Name and designation of the Government Servant to whom the house rent allowance is granted or withdrawn	Rate of house rent allowance	Date from which sanctioned	Date from which ceased	Progressive of previous month	net Progressive total at the end of the month under report	REMARKS
1	2	3	4	5	6	7	8

Note. - Change in the progressive total should be given in chronological order.

Deputy Inspector–General of Police, Range
Inspector–General of Police, Punjab.

FORM No. 10.86

MEMORANDUM OF CHANGES IN ESTABLISHMENT

STATEMENT SHOWING VACANCIES, PROMOTIONS, APPOINTMENTS, TRANSFERS TO OTHER DISTRICTS OR DEPARTMENTS AND DEGRADATIONS OF

UPPER/LOWER SUBORDINATES DURING THE MONTH OF _______ 19

Number of Order Book Entry	VACANCIES DURING THE MONTH					
	Provincial or Constabulary No.	Name	Rank and Grade	Date of Vacancy	Period of Vacancy	Cause of Vacancy
1	2	3	4	5	6	7

ENLISTMENT, PROMOTIONS, ETC., MADE TO FILL UP THE VACANCIES (SHOWN IN COLUMNS 1 TO 7)							SAVINGS		
Number of order Book Entry	Provincial or Constabulary No.	Name	Rank and Grade	Date from which appointment or promotion to have effect	Period	Amount given (Pay of new appointment)	Period (column 6 less column 13)	Amount	Remarks
8	9	10	11	12	13	14	15	16	17
						Rs. A.P.		Rs. A.P.	
						-----------		----------	
					GRAND TOTAL				

Checked and found correct

DATED_______

The *of* 19 .

Accountant *Superintendent of Police.*

FORM No. 10.87(5)

POLICE DEPARTMENT DISTRICT

MEMORANDUM OF DEDUCTIONS

STATEMENT SHOWING CASUAL DEDUCTIONS TO BE MADE FROM UPPER/LOWER SUBORDINATES FOR MONTH OF 19.

Number and date of order book entry	Name	Provincial Ranger of Constabulary No.	Rank and grade	Description of deductions to be made	Total amount to be recovered
1	2	3	4	5	6
				Total	Rs. A.P.

DEDUCTION MADE FROM THE PAY OF THE MONTH ON ACCOUNT OF							Balance (to be recognised later on)	REMARKS
Refunds	Clothing	Equipment	Estate	Departmental Revenues	Chanda	Miscellaneous		
7	8	9	10	11	12	13	14	15
Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.

Checked and found correct

DATED_______

. *Accountant* *Superintendent of Police.*

The *of* 19

FORM No. 10.88(1)

ANNUAL GRADATION LIST OF ______ FOR THE YEAR 19

1	2	3	4	5	6	7						
Annual Sr. No.	Constabulary No.	Names of officers (to be entered in accordance with the length of approved service)	Date of enrolment	. Date from which approved service in the particular time scale counts. If any service has been forfeited, the date from which approved service counts shall be altered accordingly	Serial number to which name is transferred on account of reduction or forfeiture of approved service	SERIAL NO. OFFICERS ON EACH RATE OF PAY EACH MONTH						REMARKS Including reference to order in connection with promotion. With Signature of Gazetted officer
						January	February	March	April	May	June and so on	

FORM No. 10.89(A)

POLICE DEPARTMENT DISTRICT

LIST OF POLICE OFFICERS ABSENT FROM THEIR APPOINTMENTS ON WHICH THEY HAVE A LIEN EITHER *(a)* ON LEAVE, *(b)* ON DUTY TO ANOTHER APPOINTMENT WHETHER PERMANENT OR TEMPORARY, *(c)* ON JOINING TIME DURING TRANSFER TO ANOTHER APPOINTMENT, OR *(d)* UNDER SUSPENSION.

Note - The names of absentees and of officers on such duty as prevents them from receiving their salaries should also be inserted.

1	2	3	4	5	6			7		8	9
Serial No.	Rank and grade	Name	Provincial or Constabulary No. Range	Kind	ABSENCE						REMARKS
					Petiod			*Date*			
					Y.	M.	D	From	To	Name and Constabulary No. of substitute, if any	Give have order Book No.

DATED

The 19. *Orderly Head Constable*

FORM No. 10.89(B)

POLICE DEPARTMENT DISTRICT

ABSENTEE STATEMENT OF UPPER SUBORDINATES FOR THE MONTH OF

Nature of absentee	Actual rate of pay	Designation and rate of pay of vacant post	NATURE OF ABSENCE				Rate of absentee allowance	(To be filled up by Audit (Office)		OFFICIATING OFFICER (IF ANY)				to be filled up by audit Officer)	
			Kind	Period	From A.M. or P.M.	To. A.M. or P.M.				Name	Substantive Post	Substantive Pay	Officiating Pay		
1	2	3	4	5	6	7	8	9		10	11	12	13	14	
								E.C.	S.					E.C.	S.

DATED ________ *Head of Office*

The

Notes :- (1) In column should be stated "average, ½ or ¼ average pay, extraordinary leave without pay,"suspended, etc., date for each being specified as far as possible in columns 6 and 7. In case suspension it should be noted whether or not the period counts for pension.

(2) The statement should be divided of into sections corresponding to sections in the bill, only those arrangements affecting one section being shown together.

(3) The number of completely vacant should be noted at the end of each section.

FORM No. 10.89(c)

(For office use only)

Absentèes during the financial year 19 -19 .

POLICE DEPARTMENT ___________ DISTRICT

REGISTER OF PAY AND ALLOWANCES HELD OVER FOR FUTURE PAYMENT SHOWING THE NAMES OF POLICE OFFICERS ABSENT FROM THEIR APPOINTMENTS ON WHICH THEY HAVE A LIEN, EITHER *(a)* ON LEAVE, OR *(b)* ON DUTY TO ANOTHER APPOINTMENT, WHETHER PERMANENT OR TEMPORARY, OR *(c)* ON JOINING TIME DURING TRANSFER TO ANOTHER APPOINTMENT, OR *(d)* UNDER SUSPENSION.

(**N.B.** - The names of deserters and of men on such duty as prevents them from receiving their salaries should also be shown)

Seial No.	Rank and Grade	Constabulary No.	Name and *alias* of the absentee	NATURE OR ABSENCE					
				*Kinds	*Period*			*Date*	
					Years	Months	Days	From	To
1	2	3	4	5		6		7	8

Full pay acting allowance (separely)	Number rank and name of substitute	Rate of amount due to substitute (if any from column 9)	Monthly savings and amounts withheld for future payment	Give date of drawing arrears here or in column 12	REMARKS
9	10	11	12	13	14
Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.

Note : - (1) The entries in column 12 shall agree with columns 5 and 6 of the pay bill.

(2) Totals should be showin red ink every month.

(3) Separate pages shall be assigned for each rank and grade.

(4) *"Kind." The entry in column 5 should be one of the following:-

(1) Leave on average pay.

(2) Leave on half or quarter average pay.

(3) Leave on medical certificate

(4) Extraordinary leave without allowances.

(5) Suspension.

(6) Deputation (to a temporary appointment created).

(7) Appointed to act in a higher rank.

Suprintendent of Police

FORM No. 10.90(1)(A)

POLICE STATION _______ DISTRICT

ACQUITTANCE ROOL OF PAY OF UPPER SUBORDINATES FOR THE MONTH OF_____ 19 .

Provincial or Range No.	Name	Rank and Grade	PAY AND ALLOWANCES CLAIMED						
			Pay, acting alloance or leave salary (Separately)	Special Pay	*Compensatory allowances*				
					House rent	Conveyances	Horse	Motor cycle	
1	2	3	4	5	6	7	8	9	10
	Brought forward Total :		Rs. A.P.						

Total	DEDUCTION		Balance	Signature of the payee, with date	Remarks
	On account of	Amount			
11	12	13	14	15	16
Rs. A.P.		Rs. A.P.	Rs. A.P.		

ABSTRACT OF COLUMN 13 (DEDUCTIONS)

Fund	Income Tax	Refunds	Clothing	Equipment	Departmental revenues	Chanda	Miscellaneous	REMARKS
Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	

Note :- Full sheets shall be supplied to the Lines and half sheets to Police Stations.

At end

Forwarded to the officer in charge of Police __________ at ____________ for him to draw (in words (Rs. ____________ from the treasury and to pay the amount to the payees. The acquittance roll should be returned dully stamped and signed without delay and in no case later than 20th of _________.

DATED ____________

The ______________ 19 .

Superintendent of Police.

Certified that Rupees _______ have been paid to the actual payees. It is returned duly stamped and signed. (State here the amount undisbursed and its cause, and mention the name of the officer to whom it is due.)

DATED __________________ *Officer in charge*

*The*____________________ 19 .

DATED __________________ *Checked and found correct.*

*The*____________________19 . *Accountant.*

FORM No. 10.90(1)(B)

POLICE STATION ______ DISTRICT

ACQUITTANCE ROOL OF PAY OF LOWER SUBORDINATES FOR THE MONTH OF_____ 19

Constabulary No.	Name	Rank and Grade	PAY AND ALLOWANCES CLAIMED							
			Pay, acting allowances or leave salary (Separately)	Special Pay	*Compensatory allowances*					
					Horse	Camel	House	Local		
1	2	3	4	5	6	7	8	9	10	11
	Brought over Rs									
	Total : Rs									

Total	DEDUCTIONS		Balance	Signature of the payee, with date and attestation by the Disbursing Officer	REMARKS
	On account of	Amount			
12	13	14	15	16	17

ABSTRACT OF COLUMN 14 (DEDUCTIONS)

Fund	Refunds	Clothing	Equipment	Estate	Departmental all Revenue	CHANDA		Miscellaneous	REMARKS
						Subscriptions	Deductions		
Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	

ABSTRACT (OF COLUMNS 4 TO 12)

Serial No. in Pay sheet	HEAD CONSTABLES							
1	2	3	4	5	6	7	8	9
	Name of Place	Rs. 30 per mensem	Rs. 31 per mensem	Rs. 32 per mensem	Rs. 33 per mensem	Rs. 34 per mensem	Rs. 35 per mensem	Rs. 36 per mensem

HEAD CONSTABLES								
10	11	12	13	14	15	16	17	18
Rs. 37 per mensem	Rs. 38 per mensem	Rs. 39 per mensem	Rs. 40 per mensem	Rs. 41 per mensem	Rs. 42 per mensem	Rs. 43 per mensem	Rs. 44 per mensem	Rs. 45 per mensem

SELECTION GRADE CONSTABLES								
19	20	21	22	23	24	25	26	27
Rs. 20 per mensem	Rs. 21 per mensem	Rs. 22 per mensem	Rs. 23 per mensem	Rs. 24 per mensem	Rs. 25 per mensem	Rs. 26 per mensem	Rs. 27 per mensem	Rs. 28 per mensum

TIME SCALE CONSTABLES				ALLOWANCES						
28	29	30	31	32	33	34	35	36	37	38
Rs. 17 per mensem	Rs. 18 per mensem	Rs. 19 per mensem	Rs. 20 per mensem	Conveyance	House-rent	Local	Statistical	Special Pay		Total Amount Claim

Forwarded to the officer in charge of Police at for him to draw (in words) Rs. from the Treasury and to pay the amount to the payees. The Acquittance roll should be returned duly signed and (if necessary) stamped by payees, without delay and in no case later than 20th of ________________.

DATED________________

The___________________19 .

Superintendent of Police

Certified that the amount has been paid to the actual payees. It is returned duly signed and stamped.*

DATED________________ } *Officer in charge.*

The___________________19 .

*State here the amount undisbursed (if any) and its cause, and mention the name of the officer to whom it is due.

Checked and found corect

DATED________________ } *Accountant*

The___________________19 .

FORM No. 10.91

POLICE STATION ______ DISTRICT

LIST OF OFFICERS, APPOINTED TO, OR TRANSFERED FROM, THE STATION OF WHO WENT ON LEAVE (OTHER THAN CASUAL LEAVE), OR WERE ADMITTED TO HOSPITAL DURING THE MONTH OF 19.

APPOINTMENTS

1	2	3	4	5	6	7
Serial No.	Number rank and grade	Name	Date of arrival	Station from which received	Allowance if any, to which entitled while at this Police Station	Remarks, Quote here, number of the Diary Report)
					Rs. A.P.	

TRANSFERS

1	2	3	4	5	6	7
Serial No.	Number rank and grade	Name	Date of departure	Place to which transferred	Allowance if any, to which entitled while at this Police Station	Remarks, Quote here, number of the Diary Report)
					Rs. A. P.	

DATED________________ } *Officer in charge.*

*The*___________________19 .

FORM No. 10.93

POLICE DEPARTMENT _________DISTRICT

ACCOUNTANT'S CHECK REGISTER OF POSTINGS OF LOWER SUBORDI-NATES

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Constabulary N.	Names	Rank and Grade	Pay	WHERE POSTED DURING THE MONTH OF												
				January	February	March	April	May	June	July	August	September	October	November	December	REMARKS
1																
2																
3 And so on																

Note :- The form should be printed and bound in books of 150 leaves providing sufficient space for 1,200 men.

for table FORM 10.94

for table FORM NO. 10.94 Contd.

FORM No. 10.94 Contd.

FORM No. 10.94 Contd.

(1) Amount (column 54) to be drawn Rs.

(2) Deduct -

(a) Fund (deduction column 55 of Part 1) Rs.

(b) Refunds (column 56 of Part 1) Rs.

(3) Balance to be drawn in pay bill Rs.

Certified that I have compared this statement with the memo. of deductions, the memo, of changes the absentee statement, the bills, the Acquittance Rolls and all other connected papers and find them correct.

Here insert the dated and amounts of arrears and other supplementary bills drawn during the current month

1. 1st Supplementary bill for Rs. __________ Drawn on

2. 2nd Supplementary bill for Rs. _________ Drawn on

* Agree with absentee statement

** Agree wth absentee statement

*** Agree with columns 13 and 16 on memo. of changes.

FORM No. 10.94 - CONCLD

PART III - EXAMINATION, ETC, OF ACQUITTANCE ROLLS

Sir,

I HAVE carefully examined the Acquittance Rolls for the month of - 19 returned by the disbursing officers and have satisfied myself that they are complete in all respects and contain no errors or omissions in the sums paid to payees, and that Receipts stamps have been duly affixed to exceeding the sum of Rs. 20 (except payments to mounted lower subordinates). The undisbursed money returned by the disbursing officers has been correctly entered and accounted for in the cash-book as per detail noted below and has been dully acknowledged by Departmental Receipts. The Acquittance Rolls with connected papers, Treasury Receipts, etc., are put up for orders.

Note. - When no undisbursed money has been returned, the relevant portion in the certificate should be deleted.

(1) Total amount disbursed Rs.

(2) Amount credited into ''Estates'' Rs.

(3) Amount remained undisbursed as detailed below Rs.

(4) Total amount drawn in pay bill Rs. ________________________

(Column 54)__________________________.

I have, etc.,

DATED____________________, *Accountant.*

*The*______________________ 19 .

Certified that I have carefully examined the pay sheet and all connected records and papers and find them correct. They should now be filed preparatory to their being bound in accordance with Rule 10.101.

DATED________________, *Drawing Officer.*

*The*__________________ 19 .

PART IV

Here insert how the salaries of absentees credited into the treasury (if any) have been disposed of (quote volume and page where the Acquittance Roll has been filed).

. *Accountant.*

FORM No. 10.96(1) A

POLICE DEPARTMENT ________________________________DISTRICT

(For office use only)

MEMORANDUM FOR TESTING THE CORRECTNESS OF THE LOWER SUB-ORDINATES' PAY BILL FOR THE MONTH OF _________________19 .

No. I - INCREMENT

FORM TESTING THE NUMBER OF HEAD CONSTABLES AND CONSTABLES ON DIFFERENT RATES OF PAY.

(The figures given should be checked from pay List)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Detail		HEAD CONSTABLES															
	Rs. 45	Rs. 44	Rs. 43	Rs. 42	Rs. 41	Rs. 40	Rs. 39	Rs. 38	Rs. 37	Rs. 36	Rs. 35	Rs. 34	Rs. 33	Rs. 32	Rs. 31	Rs. 30	Total Rs.
1. Last (monthly) Serial No. in pay list) 2. Deductions for vacancies (including deputations) 3. Balance 4. *(Add)* vacancies (in column 32 only) 5. Total																	

19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
CONSTABLES SELECTION GRADE										CONSTABLES TIME-SCALE					
Rs. 28	Rs. 27	Rs. 26	Rs. 25	Rs. 24	Rs. 23	Rs. 22	Rs. 21	Rs. 20	Total Rs.	Rs. 20	Rs. 19	Rs. 18	Rs. 17	Total Rs.	REMARKS

These figures will correspond with those shown in columns 1, 2 and 3 against Head Constables and Constables in the Lower Subordinates

DATED ___________________

The ____________________19

Superintendent of Police

FORM No. 10.96(1)(A)

(For office use only.)

POLICE DEPARTMENT ________ DISTRICT

DETAIL OF SAVINGS ON ACCOUNT OF VACANCIES (INCLUDING DEPUTATIONS) WHOWN IN COLUMN 4 OF THE LOWER SUBORDINATE BILL.

1	2	3	4	5	1	2	3	4	5
No.	Rank grade and rate of pay	Days	Amount	Total for each grade or each step in the time-scale	No.	Rank, grade and rate of pay	Days	Amount	Total for each grade or each step in the time-scales
	Carried over		Rs. A. P.	Rs. A. P.		Brought forward		Rs. A.P.	Rs. A. P.
	Carried over					Grand Total			

Note. - The amount in column 5 will agree with that shown in column 4 of the Pay Bill, and column 3 and 4 will agree with column 15 and 16 of Memoranda of changes.

Superintendent of Police.

FORM No. 10.96(1)(B)

POLICE DEPARTMENT ________ DISTRICT

VOUCHER No.

DETAILED PAY BILL OF PERMANENT ESTABLISHMENT OF THE POLICE FORCE OF THE ABOVE DISTRICT FOR THE MONTH OF ______ 19 .

(Includes all Bodies of Police, except Additional and Punitive Police)

Sanctioned strength in each grade	Rank and Rate of Pay	Sanctioned	SAVINGS OF ACCOUNT OF		Pay Acting or leave salary of absentees held over for future payment	Pay of men deputed to Training School	Pay and Leave Salary drawn of men present i.e., column 3 ***minus*** columns 4 to 7	
			Vacant Appointments	Leave suspension, etc.				
1	2	3	4	5	6	7	8	
		Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.	
	GRAND TOTAL RS.							

FUND DEDUCTIONS

Postal Insurance	General Provident Fund Decutions	Other Deductions, viz., H.B. Advance, Motor Cycle Advance, etc.
9	10	11
Rs. A. P.	Rs. A. P.	Rs. A. P.

Note :- The names of persons drawing personal allowances should be given in the body of the Bill. In no other cases should Payees'names appear

Deduct undisbursed pay refunded as detailed below, Rs. fund deductions

Rs. ; and Recoveries ordered by Accountant-General in letter No.

dated (or objection statement No. , dated) for Rs..

Net sum required for payment

(Rs. (in words)

Note 2:- In columns 4, 5, 6 and 7 the actual number of appointments vacant, etc., should be shown in addition to the amount of savings or short drawal.

(1) Received contents, also certified that I have satisfied myself that all pay included in bills drawn 30 days previous to this date, with the exception of those detailed below (of which the total has been refunded by deduction from this bill) have been disbursed to the proper persons, and that their receipt have been taken in acquittance rolls filed in my office. With receipts stamps duly cancelled for every payment in excess of Rs. 20. Further certified that all persons, for whom pay has been drawn in this bill, have actually been drawn in this bill, have ctulally been entertained during the month.

(2) *Certified that no person in Superior Service on this establishment has been absent either on deputation or suspension or with or without leave (except on Casual leave) during the month and further that all appointments and promotions, temporary or permanent, have been recorded in the Service Books of the persons concerned under my initials.

(3) Certified that I have presonally satisfy myself that during the month of -----------19, for which this bill is drawn, the number of Constables of different periods of approved service was as follows:-

(4) Certified that the Head Constables and Foot Constables, selection Grade for whom pay in excess of the minimum has been claimed have rendered the required period of approved services entitling them to the increased pay.

(5) Certified that no leave has been granted until by reference to the applicant's leve account maintained under F.R. 76. I had satisfied myself that it was admissible, and that all grants of leave and departures on, and returns from leave and all periods of suspension and deputation, have been recorded in the Service Books under my initials.

(6) Certified that no person for whom house-rent allowance has been drawn in this bill has been in occupation of Government rent free quarters during the period for which the allowance has been drawn.

(7) Certified that the Government servants for whom conveyance allowance has been drawn actually maintained camels/Horses/cycles and were not employed as clerks.

(8) Certified that Special Pay has been granted to those actually performing duties of the posts for which it has been sanctioned.

(9) Certified that the Government servants for whom leave salary has been drawn equall to their substantive pay held substantively permanent posts under Goernment on 24th August, 1927.

NUMBER OF SELECTION GRADE CONSTABLES ON.									NUMBER OF FOOT CONSTABLES			
Rs.28	Rs.27	Rs.26	Rs.25	Rs.24	Rs.23	Rs.22	Rs.21	Rs.20	1st grade at Rs. 20	2nd grade at Rs. 19	3rd grade at Rs. 18	4th grade at Rs. 17

DATED

The 19.

Superintendent of Police,

DETAIL OF PAY OF ABSENTEES REFUNDED

Section of Establishment	Name	Period	Amount
		Total Rs.	. Rs. A. P.

* This certificate refers only to Head Constables, 1st grade, who are in receipt or personal allowances of Rs. 5.

N.B. - The words "Receied contents"should be scored through by the Drawing Officer in the case bills presented at the pre-audit counter of Accountant- General's Officer.

Note. - Date and amount of Supplementary Bills.

Pay Rupees ___________________________________

(Rs. _______________) only.

Examined and entered. --------------

--------------------------TREASURY : Treasury Accountant

The 19. *Treasury Officer*

AUDIT REGISTER PAGE SHOULD BE GIVEN AGAINST EACH SECTIONAL TOTAL

ADMITTED Rs. _________________

OBJECTED TO Rs. ______________

Audr. *Supdt..*

For use is Accountant-General's Office

Deductions:

General Provident Fund.

Postal Insurance.

Other deduction.
XXIII-Police.
Recoveries of overpayments.

Total

29 - Police Voted.
Pay of Establishment.
Travelling Allowance.
Other Allowance.

Deductions.

Net.

POLICE DEPARTMENT _______ DISTRICT

SCHEDULE OF POSTAL PREMIA RECOVERY FOR THE MONTH OF _______

Serial No.	Name of official	Designation	Number of Policy or contract	Amount	REMARKS
				Rs. A.P.	

FORM No. 10.109(1)

POLICE STATION _______ DISTRICT

BILL No. FOR JUDICIAL EXPENSES

In the case of ____
____
____

First information report No. ______________, dated the________________
__________ ______________ of__________19.

1	2	3	4
Date of payment	Name and address of payee or of accused person	Full description and rate of payment	Amount
			Rs. A. P.
		Total (in words) rupees	

Note. - A separate bill should prepared in each case.

*Dated*________________
The ____________*19.*

Officer incharge of the Station

FORM No. 10.109(2)

POLICE STATION ______ DISTRICT

BILL No. _________ FOR DEPARTMENTAL EXPENSES

1	2	3	4	5		
Serial No. of voucher	Date of payment	Name and address of payee	Brief description of payment	Amount paid		
				Rs.	A.	P.
Total (in words)						

Number of the diary should be quoted in column 4.

Dated ___________________ *Officer incharge of the Police Station.*
The ___________________ 19.

FORM No. 10.110

POLICE DEPARTMENT DISTRICT ___________________

REGISTER OF CONTINGENT CHARGES OF FOR THE MONTH OF______

APPROPRIATION Rs.

Date	To whom paid	Voucher No.	SUB-HEAD							
1	2	3	4	5	6	7	8	9	10	11
			Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.

SUB-HEAD			Description of charge	Order book No.	Total of each Contingent	Total up to date	Sanctioned allotment	Balance in hand	REMARKS
12	13	14	15	16	17	18	19	20	21
Rs. A. P.	Rs. A. P.	Rs. A. P.		.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	

FORM No. 10.112(1)(a)

POLICE DEPARTMENT DISTRICT

VOUCHER No.

BILL FOR CONTRACT CONTINGENT CHARGES OF THE OFFICE OF

FOR THE MONTH OF

HEAD OF SERVICE 29- POLICE* MINOR HEAD D.E.F. PRIMARY UNIT CONTRACT

Number of Sub-voucher	Description of charges	Amount
	Repairs to arms, tents and accountrements -	Rs. A. P.
	(a) Petty repairs to arms and tents	
	(b) Carriage of arms, tents and accountrements	
	Purchase and repairs of furniture	
	Service postage and telegram charges	
	Hot and Cold weather charges	
	Tour charges	
	Miscellaneous	
	Total drawn from the Treasury	
	Rupees (in words)	

Note :- Open manuscript heads where necessary.

***Note** :- Complete account classification should be entered in column "Head of service".

				AMOUNT			
Account of Contract Allotment -	Rs.						
Amount of Allotment							
	Amount						
Deduct -							
Total of present Abstract ..							
Total of previous Abstract ..							
Amount of work Bills							
Total up to date							
Available Balance							

Received payment and certified that the expenditure charged in this bill could not, with due regard to the interest of the Public Service be avoided. I have satisfied myself that the charges entered in the bill have been really paid.

Certified that there is no single purchase exceeding Rs. 100.

Dated 19. *Head of Office and Designation*

The

Pay Rupees ______________________________
(Rs ______________).

______________Treasury Office

For use in Accountant-General's Office Audit register Page. *Treasury Officer*

ADMITTED Rs. _____________
OBJECTED TO Rs. __________
Auditor. *Asstt.* *Supdt. Supdt.*

FORM No. 10.112(1)*(b)*

POLICE DEPARTMENT _____ DISTRICT

VOUCHER No.

BILL FOR CLASS CONTINGENCIES OF THE OFFICE OF FOR THE MONTH OF

HEAD OF 29-POLICE* SERVICE PRIMARY UNIT SECONDARY UNIT — MINOR HEAD D.E.F. SUPPLIES AND SERVICE

Numbers of Sub-vouchers	Description of charges	Amount
	Other Aloowances and Honoraria-	
	Rewards to Government servants Grants to provincial Service Police Officers for uniform, horses and saddlery Grants to Imperial Service Police Officers for uniform, horses and saddlery Carriage of Constabulary	Rs. A. P.
	Rewards for proficiency in oriental languages Allowances to police zaildars cost of railway warrants	
	Allowances to holders of King's Police Medal in active service Allowance to holders of Indian Police Medal in active service Cost of passages granted under the superior Civil Service Rules, 1924.	
	Supplies and Services -	
	Rewards to private persons Traction of prison vans Purchase and repair of gymnastic apparatus Ordnance Stores Clothing Equipment Carried over	

Note 1. - Open manuscript secondary unit, if any.

Note 2. - Complete account classfication should be entered in column "Head of Service".

Numbers of Sub-vouchers	Description of charged	Amount
		Rs. A. P.
	Brought forward ..	
	Contingencies-	
	Rents, Rates and Taxes ..	
	Cost of books and periodicals ..	
	Cost of suvey maps ..	
	Pay of menials ..	

	Allowance to cattle pound sweepers for sweeping Police Stations	..	
	Stationery purchased in country	..	
	Petty construction and repairs to building	..	
	Liveries to peons	..	
	Feeding and keeping of animals of mounted police officers under suspension	..	
	Purchase of typewriters	..	
	Cost of petrol, etc. for mobile petrol lorries	..	
	Carriage of stolen property of under trial prisoners	..	
	Purchase of bicycles	..	
	Telephone charges	..	
	Purchase and Repairs of tents	..	
	Police lands Fund	..	
	Budget allotment for 19	.. ------	
	Deduct -		
	Total of present bill	..	
	Total of previous bills	..	
	Amount of work bills	.. ------	
	Total up to date	..	
	Available balance	..	
	GRAND TOTAL	..	

Rs (in words) Received payment and certified

(1) That the expenditure charged in this bill could not, with due regard to the interest of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid, with the exceptions noted below, which exceed the balance of the permanent advance, and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above Rs. 25 in amount are attached to this bill, save those noted below (a) which will be forwarded as soon as the amounts have been paid. I have as far as possible, obtained vouchers for other sums, and responsible that they have been destroyed or so defaced that they cannot be used again.

(2) "Certified that all the articles detailed of the vouchers attached to the bill and in those retained in my office have been duly received in good order and accounted for in the stock register. Certified also that the quantities are correct, the quality is good, the rates paid are not in excess of the accepted and the market rates and the suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payment."

(3) Certified that the menials whose pay has been charged in his bill were actually maintained in Government service during the period concerned.

(4) Certified that I have satisfied myself that the amounts on account of pay of menials menials drawn 1 month/2 months/3months previous to this date with the exception of those details below (of which the total amount has been refunded byu deduction from this bill) have been disbursed to the menials concerned and their receipts taken.

(5) Certified that in respect of the conveyance charges for in the bill a suitable portion of the amount has been charged to Government and the balance met by the touring officers and their subordinates.

(a) Specify voucher to follow:-

Dated *Head Office and Designation*

Pay Rupees

(Rs. .) *Accountant*

_______________*Treasury*

Dated *Treasury Officer*

For use in Accountant-General's Office

ADMITTED ____

OBJECTED To ____

____

____

Auditor *Assistant Superintendent* *Superintendent.*

FORM No. 10.113(1)

POLICE DEPARTMENT ______ DISTRICT

STATEMENT SHOWING THE HALF CLOTHING ALLOWANCE PAID UNDER RULE 4.23 DURING THE FINANCIAL YEAR ______ IN THE ______ DISTRICT AND RECOVERABLE UNDER POLICE RULE 10.113.

Particulars	Amount
Amount actually paid during the financial year to _______________	
Lower Subordinates at Rs. 16 per head on account of clothing deposit under Police Rule 4.23	
Half clothing allowance recoverable under police Rule 10.113*(c)*	
Total	

Certified that I have satisfied nmyself that the sume of Rs.. ______ at the rate of Rs. 16 per head has been paid during the financial year ______ 16 ______ lower subordinates of this district who were enlisted prior to the 1st of April, 1905, and also have ceased to be member of the memebers of the Clothing of Fund, and that it is correct.

Superintendent of Police

OFFICE OF SUPERINTENDENT OF POLICE, _________________

No. _______ , *dated* __________.

FORWARDED to the Inspector General of Police, Punjab, Lahore for necessary action.

Superintendent of Police

Form No 10.117

form 10.117

Reverse

Reverse of foil headed "For Superintendent of Police".

The following rules apply to the Punjab in amplification of those framed by Government of India on reverse of the foil of this form headed "For Railway" :-

(1) Bound books of warrants containing 100 forms in each shall be kept locked up. Before delivery to issuing officers the forms shall be counted in the office of the Superintendent of Police.

(2) Warrants shall only be used by Police Officers when travelling on duty and for prisoners in their charge.

(3) Warrants shall ordinarily be issued for journeys by the shortest and cheapest route.

(4) Warrants shall be written in English in triplicate. The first copy shall be retained in the book by the issuing officer. The second shall be delivered to the senior officer of the party travelling, who shall present it at the Railway Ticket Office and obtain in exchange the requisite tickets. The third copy shall be forwarded to the office of the Superintendent of Police to be filed by the Accountant. Annual Serial Nos. will be given to each warrant by the issuing officer. Each warrant will bear in addition to the signature of the issuing officer the stamp of the Police Office.

(5) If the party or any of the party are required to return to the place whence despatched, the officer issuing the warrant for the outward journey shall also issue a second warrant for the return journey, on the authority of which tickets shall be obtained at the stations whence the return is made.

(6) Police Officers (except member of the Railway Police) whose duties require them to travel constantly by railway and whose travelling allowance is covered by Rule 2.74 of the Travelling Allowance Rules) may draw 2/3rd of the fare of the class in which they are entitled to travel under rule 2.18; and a half daily allowance for the days of departure and arrival under Rule 2.65 of the Travelling Allowance Rules.

(7) The Accountant-General will forward the warrants received from the railway to Superintendent of Police once a month for check and countersignature, in accordance with Rule 7 on the reverse of teh foil of this form headed "For railway". They shall be returned to the Accountant-General without fail within a week from the date of receipt.

Reverse of foil headed "for Railway"

1. All warrants must bear the name of the District and Province, and the designation of the issuing officer. Warrants will be issued by the Reserve Inspectors or Lines Officer.

2. Police Officers may use these warrants when travelling by rail on duty.

3. As members of the Railway Police are given free passes, they are not allowed to travel on these warrants, except those members to whom free warrants are issued under rule 2.104-B of the T.A. Rules. Railway Police may also use these warrants for the conveyance of all prisoner whether connected with Railway cases or not.

4. All entries must be in ink. All alterations must be attested, and no erasures may be allowed. If any warrant is rendered illegible owing to correction, or otherwise, it must be cancelled and a fresh one issued.

5. Great care must be taken to see that the numbers in column 4 are correct. In the event of the actual number travelling being less than the number entered in column 3, the person in charge shall alter the entries in the latter to agree with those in column 4 and shall initial the alteration, or if unable to write, he shall take it

to the nearest officer empowered to issue warrants who shall correct and initial if for him.

6. In exchange for these warrants ordinary tickets of the class required will be issued.

7. Warrants shall be treated as cash and forwarded by the Railway Administration to the Accountant-General of the Province to which the Police party belongs as vouchers for adjustment of the amounts in the Accounts. The Accountant-General will pay the amount due to the Railway Administration at once either in cash or by book adjustment credit in the Administration's accounts, subject to corrections as regards overcharges, if any, brought to notice within six months of the date of presentation of the credit note by the Railway Administration. He will then forward the warrants to the Controlling Officer for scrutiny & countersignature and will bring the amount finally to book after it has been passed by that officer, taking to the appropriate service head any charges, e.g., freight on prisoner's effects or exhibits in a criminal case, which are not dubitable to the Police Budget. Any deductions found to be necessary by the Superintendent of Police owing to the improper use of warrants will be recovered by him from the officer responsible and not by the Accountant-General from the Railway Administration.

FORM No. 10.158(2)

POLICE DEPARTMENT ____ PROVINCE OR RANGE

REGISTER OF TRAVELLING ALLOWANCE BILLS OF GAZETTED

OFFICERS SERVING IN THE PROVINCE/RANGE

1	2	3	4	5	6	7	8	9	10
Serial No.	Date of preparing the Bill	Date of receipt in the Range office	Date of Commencing journey	Date of ending journey	Amount claimed	Amount passed	Initial of controlling officer	Date of despatch	REMARKS

(To be drawn by hand)

FORM No. 10.159(b)

TRAVELLING ALLOWANCE BILL OF ESTABLISHMENT

(IN ENGLISH FOR ENROLLED OFFICERS AND CLERKS)

Form 11. Civil Account Code, shall be used, but the statement of allotment of expenditure given in column 24 of the form shall be omitted.

On the first page the following certificate shall be added:-"

"5. - Also that the following police officers performed thge duties of miniterial officer quoted opposite their names during the period for which charges are made herein, and that they were not employed on executive duty".

"6. - Also that no Railway warrants were used for jurneys for which 1⅔rd fares have been charged in this Bill."

A serial No. should be given to each Officer's Bill.

To prevent waste of forms, inner sheets shall be printed and supplied.

FORM No. 10.160(2)*(a)*

TRAVELLING ALLOWANCE BILL (IN VERNACULAR FOR ENROLLED OFFICERS)

The form will be the same as the English Travelling, Allowance Bill of Establishment (*vide* No. 10.159*(b)*. In column of "Remarks", the following shall be inserted:-

Obtain here the signature of each applicant opposite the total amount claimed."

The certificates & c., printed on the first page, and the instructions (with the exception of Nos. 1, 3, 4 and 6), on the last page and the instructions (with the exception of Nos. 1, 3, 4 and 6, on the last page of the English Bill, need not be reproduced in the vernacular bill, which will bear the following certificates:-

(1) Certified that the journeys noted in the bill were, to the best of my belief, performed in the interests of the public service and the manner named, and that the distances shown are correct.

(2) That the amount given out of my permanent advance to the officers named and numbered has been properly shown and deducted from the amount of their respective bills.

(3) That the jorneys charged for were not performed on railway Warrants.

Officer-in-charge

(A Serial No. should be given to each officer's bill in column 1.)

To prevent waste of forms, inner sheets shall be printed and supplied.

FORM NO. 10.160(2)*(b)*

_____ DISTRICT

STATION FOR 19

ENGLISH BILL No.

(ACQUITANCE ROLL NO.)

ACQUITANCE ROLL OF TRAVELLING ALLOWANCE FOR THE MONTH OF ____________________ 19.

1	2	3	4	5	6	7	8	9	10	11
Serial no.	Provincial Range or Constabulary No.	Name	Rank and Grade	DATE OF JOURNEY		Amount due to the Officer	DEDUCTION		Balance due to each officer and paid	Signature of seal of the payee
				Form	To		On account of	Amount		
			GRAND TOTAL RS.							

Forwarded to the Officer-in-Charge of Police Line/Station for him

to draw Rs. _________ (in words) _________________ from the treasury and paying

the amoung to the payees. The acquittance roll should be returned by the 20th instant, duly stamped (if necessary) and signed by the payees.

Dated

The 19.

Superintendent of Police

Certified that the amount has been paid to the actual payees. It is returned duly stamped (where necessary) and signed.

Dated

The 19

Officer-in-charge.

***Note**. - State here the amoung undisbursed quoting the Serial Nos.) cause of non-disbursement, and the name of the Officer to whom it is returned.

FORM No. 10.160(5)

POLICE DEPARTMENT _____ DISTRICT

REGISTER OF TRAVELLING ALLOWANCE BILLS OF ENROLLED OFFICERS FOR THE FINANCIAL YEAR 19

1	2	3	4	5	6	7	8	9	10	11	12
Annual serial No. of the English Bill	Serial No. of each individual in the English Bill	Provincial Range or Constabulary No.	Name	Rank and grade	JOURNEY			Total amount for each Officer	Total amount for each English Bill	Annual Serial No. of vernacular acquittance roll and serial No. of each individual in column 1 of the roll	Dates of encashment of the bills Signature of the Superintendent opposite the Total (column 10). Any other information or remarks necessary.
					Date		Purpose				
					From	To					
								Rs.A.P.	Rs. A.P.		
					Total						

FORM No. 10.166(1)

POLICE DEPARTMENT DISTRICT

BUDGET ESTIMATE OF POLICE LANDS CONTIGENT GRANT FOR THE YEAR

1	2	3	4	5	6	7
Sr. No.	District	Actual for past year	Estimated for curent year	Average based on actuals of past three years	Estimated for next year	REMARKS
1.	*Receipts*					
	Opening balance on 1st April in Columns 3, 4 and 6[1]					
2.	Receipts[2]					
3.	Total receipts including balance[3]					
	Total					
	Expenditure[4]					
4.	Establishment					
5.	Contingencies					
6.	Total expenditure					
	Total					
7.	Closing balance on 31st March in column 3, and estimated closing balance on 31st March in column 4 and in column 6*					

1. If a debit sum show in red ink.

2. The annual allotment should not be taken as a receipt.

3. If a debit sum show in red ink.

4. Should column 6 exceed column 5, full explanation giving details of proposed estimated exependiture should be given on reverse with reasons for excess expenditure.

Dated _______ *Superintendent of Police*

*The*_______19 .

FORM No. 10.166(3)

POLICE DEPARTMENT ________ RANGE

DEPUTY INSPECTOR-GENERAL BUDGET ESTIMATE OF POLICE LANDS CONTINGENT GRANT FOR THE YEAR ________ 19.

1	2	3	4	5	6	7	8	9	10	11	12
Serial No.	Name of District	Actual balance on 1st April, 19 *vide Police Lands Fund Cash Book prescribed in rule 10.27(1)*(a)*	*Estimated Balaqnce on 1st April, 19	Estimated recepts for 19	Total of columns 4 and 5	ESTIMATED EXPENDITURE FOR 19 . 19 ON		**Total estimated Expenditure for 19. 19.	Estimated Balance on 31st March, 19.	.Allotment now proposed	REMARKS
						Establishment	Contingencies				
		Rs. A. P.	Rs.A.P.	Rs.A.P	Rs. A.P.	Rs. A.P.	Rs. A.P.	Rs. A.P.		Rs. A. P.	

*Debit balance to be shown in red ink

**Initial expenditure on sports should be separtely should be separtely shown in this column

*Dated*______________________ *Deputy Inspector- General of Police*

The ___________________

(STANDARD FORM)

CHAPTER 11

Police Offices

PART I

OFFICE ROUTINE

11.1. Office staff of Superintendent. - The English and Vernacular office staff of each Superintendent consists of the following enrolled officers :-

1	2	3	4
Division of duties	Designation	Rank	REMARKS
English Office branch	Head Clerk	Inspector or Sub-Inspector	This officer is in-charge of the English office and is responsible for the punctual disposal or correspondence submission of periodical reports and return, and maintenance of character rolls and service books and, when no senior officer is available may sign necessary letters, etc., for the Superintendent of Police. He shall also supervise the work of the accounts Branch and is responsible for the correctness of the accounts. He will be assisted by as many assistant clerks as may from time to time be sanctioned.
Accounts branch	Accountant	Sub-Inspector	His duties and responsibilities are detailed in branch Chapter X, Police Rules. He well be assisted by as many head constables and constables as may from time to time be sanctioned.
	Bill Clerk	Head Constable	He shall prepare travelling allowance bills and be a general assistant to the Account
Vernacular Office	Reader to Supdt. of Police	Assistant Sub-Inspector	This officer shall exercise supervision over his Assistant readers (head- constables) of whom there will be as many as there are gazetted officers. He shall also maintain the standing order book and the district order book.
	Record Keeper	Head Constable	This officer shall be in charge of the vernacular records and will be assisted by one of more constables according to the requirements of the district.
	Return-writer	Head Constable	Shall maintain the general crime register, and despatch register of conviction slips and shall be responsible for all prescribed returns from the vernacular office.
	Diarist Copyist and Despatcher	Head Constable or Constable	With as many assistants as may be sanctioned - shall deal with the receipt, registration, distribution, copying and despatch of vernacular correspondence according to rules.

Provided that every police officer shall at all times render such general assistance as may be required of him in the exigencies of the service.

The assistant sub-inspector selected to discharge the duties of head reader shall be selected from officers of that rank employed on executive duties and shall not remain in the post for a longer period than two years at a time without the special sanction of the Deputy Inspector-General. An officer who has been head reader shall again become eligible for such post, without any special sanction, after three years' ordinary police duty.

Note :- Readers to the Senior Superintendent of Police, Lahore, and the Superintendents of Police, Amritsar, Ferozepur, Multan and Rawalpindi will be of the rank of Sub-Inspectors.

11.2. Method of correspondence. - (1) All gazetted police officers and those subordinates who are employed in the offices of Superintendents of Police are required to familiarise themselves with the general instructions governing correspondence, which are contained in Punjab Government Consolidated Circular No. 5.

(2) Ordinary correspondence within the department should be in memorandum form, and the same form should be used for unimportant correspondence with officers of other

departments of equal or inferior status to that of the police officers addressing them. In important references requiring a lengthy letter, or which are likely to be forwarded in original or by copy to the Secretariat, and in letters to high officials of other departments, the form of address and subscription of an official letter shall be used.

(3) Every official communication shall be headed with its number, the name and also the office of the writer and of the addressee, the place from, and the date on which it is written, followed by an abstract subject heading and shall, at its commencement, quote the number, date and purport of any previous communication written from the same office to the addressee, or received from the office addressed on the same or a relevant subject. If any communication or order is referred to which is not enclosed, the number, date, paragraph and purport of such communication or order shall be quoted.

(4) Colloquial phrases, vernacular, or provincial expressions shall not be used unless their equivalents are given in the text or in notes.

(5) More than one subject shall not ordinarily be discussed in the same communications.

(6) All communications, which will require to be filed with a case, shall ordinarily be written on paper of foolscap folio or quarto size.

11.3. Enclosures. - Original documents shall not be forwarded as enclosures unless such a course is necessary. Vernacular enclosures shall ordinarily be accompanied by English translations. The transmitting communication shall contain a list of all enclosures.

11.4. Disposal of unimportant communications. - In all unimportant cases, when a copy of the receipt or despatch communication is not considered necessary, the reply may be written at the foot or on the reverse of the receipt communication, which after being numbered and entered in the correspondence register, shall be returned in original to the office of issue.

11.4-A. - To lighten the burden placed upon district officers Government have issued instructions reproduced in Appendix No. 11.4-A prohibiting the issue from the Government Secretariat of unnecessary reference calling for information from district officers. These instructions apply *mutatis mutandis* to administrative police offices.

11.5. Method of despatch and posting. - (1) Communications and articles of considerable weight which are not of an urgent nature shall be sent by parcel or packet post; provided that communications and articles of value shall not be sent as packets. A parcel may contain one but not more than one written communication of the nature of a letter, which shall be addressed only to the addressee of the parcel itself. The inclusion of more than one letter in the same envelop or cover is contrary to Rule 31 of the Indian Posts and Telegraphs Rules, 1933. Office files, however, are not letters within the meaning of sections 4 and 5 of the Indian Post Office Act and may be transmitted in a single parcel or by private agency instead of by post.

The despatch number of all letters etc., enclosed in a registered cover shall be noted on the cover. The officer opening the covers shall satisfy himself that the contents received are correct.

(2) For important communications, where only a proof of posting is required, the system of acknowledgment of posting afforded by the Post Office, at the rate fixed by the Postal Department, shall ordinarily be resorted to. Where, however, a proof of delivery is required the cover shall be sent "Registered and acknowledgment due".

11.6. Use of rubber stamps. - Printed or lithographed signatures as franks may not be used, but stamps giving a facsimile of an officer's signature may, under proper precautions, be used for franking but for no other purpose whatsoever. A list of rubber stamps, for use in district police offices and obtainable on payment from the Controller of Stationery, Calcutta, is given in Appendix 11.6.

11.7. Covers to be franked. - All covers despatched from the office shall be franked by the despatcher : otherwise they are treated as bearing covers under the rules of the Postal Department. Police officers shall receive, and pay postage due on articles addressed to them. "On His Majesty's Services", and bearing the signature in full of the sender.

11.8. Issue of reminders. - Reminders (that is communications drawing attention to unanswered references) shall not ordinarily be numbered; and reminders received shall, if the reply called for is not at once despatched, be returned with an explanation of the delay and a statement when a reply may be expected.

11.9. Addressing covers of official communications. - The covers of official communications shall be addressed to the official designation of the officer; but those of demi-official communications shall be addressed to the name as well as to the official designation, and should be opened only by the individual to whom they are addressed.

11.10. Despatch of confidential papers. - When confidential papers are sent out of an office they shall be put into double sealed covers. The inner one shall be marked "Confidential" and be superscribed with the name of the addressee. The outer cover should bear the official designation of the addressee only, and have no marking of any kind on it to indicate that its contents are of a confidential nature.

11.11. Destruction of confidential correspondence. - The destruction of confidential correspondence is a matter for the discretion of district officers, but as a general rule correspondence, other than that of special importance, over 20 years old may be destroyed. The destruction of other confidential records is regulated by instructions issued periodically by the Deputy Inspector-General, Criminal Investigation Department.

11.12. Despatch of plans and maps on which the title to any property is based. - No plans or maps on which the title to any property is based shall be sent out of the office of record in original, unless specially called for by competent authority, in which case they should, if entrusted to the post, be sent under registered cover. Copies of such plan or maps may accompany letters if necessary.

11.13. Channel of correspondence. - (1) A Superintendent shall ordinarily correspond direct only with his equals or inferiors in official status or with those immediately superior to him. Correspondence with the Commissioner shall be conducted through the District Magistrate and with the Inspector-General through the Deputy Inspector-General. Superintendents shall address Military Officers of or above the rank of Colonel, Commandant and Colonel on the Staff through their Staff Officers.

(2) Except (1) in case in which direct reports may be ordered by general or special rules, (2) in emergencies, and (3) in answer to direct reference, the above channels of communications shall be followed. In case coming under (2) or (3) of the exceptions above named, a copy of the communication shall be sent to the officer through whom the communication would, in the ordinary course, have passed.

11.14. Communications with other provinces and countries. - (1) All communications and documents sent by police officers to officers in another province where there is a different vernacular shall be in English.

(2) Should it be necessary to communicate with Police authorities in United Kingdom and the colonies in connection with the investigation of specific crimes of a non-political character, the facts should be reported through the Deputy Inspector-General of Police, C.I.D., to the Inspector-General of Police, who is authorised to conduct such correspondence with opposite numbers in United Kingdom and Colonies. All references about political crimes and all other references about policy matters and general information shall be made through the Director, Intelligence Bureau, Ministry of Home Affairs, Government of India.

(3) Communications between gazetted police officers and between such officers and officers of similar status in other departments, and in answer to communications in English from persons not in the service of Government, shall be in English, unless the person addressed is known habitually to conduct his correspondence in the vernacular.

11.15. Translation. - All translations made in the office of a Superintendent shall be checked and certified as correct by a responsible officer not below the rank of Assistant Sub-Inspector.

11.16. Transliteration of vernacular words. - (1) The transliteration of Indian words and the spelling of names should follow, as closely as possible, the rules given in Appendix C to Punjab Government Consolidated Circular No. 5.

(2) As regards the names of places, the Imperial Gazetteer shall be accepted as the primary authority for the spelling of all names of places found in it, and in the case of names which do not appear in the Gazetteer, the local civil authority shall decide all questions relating to the spelling.

11.17. Communications on private matters. - Officers shall not address their superiors on personal matters concerning their own leave, pay, promotion, appointment, etc., by "State" telegram or in service paid letters. Should a reply to such a communication be required by telegraph the cost of the reply shall be prepaid. When such references are forwarded by the superior officers of those submitting them, they will be treated like any other official communication.

11.18. Wording of telegrams. - Telegraphic messages should be worded as briefly as is consistent with conveying the intended meaning without ambiguity.

11.19. Telegrams - use of. - Police officers may use the Government and State Railway telegraph system for the transmission on official business of telegrams of the following classes :-

(a) Ordinary State, (b) Express State, (c) Special Police.

Messages should be classed "Ordinary" except in case of special urgency. The "Express" class should be used for messages of special urgency, when the difference of a few hours in the time of delivery is of moment, or when it is known that, owing to a block of traffic, "Ordinary" class telegrams are liable to serious delay.

The authority to class messages "Special Police" has been given to police officers of and above rank of Inspector at the headquarters of districts, with the proviso that, when a gazetted officer is available, the privilege shall ordinarily be exer-

cised by him only, and to officers of and above the status of "officer in charge of police station" at places other than district headquarters. Telegrams so classed take precedence for despatch over almost all classes of traffic. The classification is intended for the reporting of facts and events of such pressing urgency that even a few minutes' delay would be serious, and its use should be confined to emergencies and to messages in connection with the prevention or detection of crime, when immediate communication of information is essential.

"Special police" message must be received for despatch and delivery by all telegraph offices, whether during "closed" hours or not. They are paid for at "express" rates including late fees.

11.20. Abbreviated telegraphic addresses. - Superintendents of Police shall arrange to supply officers in charge of police stations and others with a list of the registered telegraphic addresses of all officials, both of the police and other departments, with whom they are likely to be called upon to exchange telegrams, and to keep these lists uptodate. A list of such addresses is published in Appendix D of the Punjab Civil List.

11.21. Use of canal telegraph system. - The canal telegraph system in the Punjab may be used by police officers under the following restrictions :-

(a) All messages must be strictly on Government service.

(b) No message may be sent to any place which is served by other wires, e.g. Government telegraph or railway wires.

(c) Messages sent on canal service shall have precedence over all others.

(d) No guarantee can be given as to the correctness of messages or against delay.

(e) When the addressee is at a distance from the receiving telegraph office, the message will be forwarded by hand, with a letter from the signaller to the addressee stating what fee has been agreed on. This fee will be paid to the messenger on delivery and will vary according to the conditions of distance, time and weather.

Such fees are chargeable to the contract contingent grant.

11.22. Telephone. - The telephone should be freely used, wherever it is available, to save time and formal correspondence. This means of communication should be utilised for reporting matters of urgency, including "special reports" of crime from police stations to headquarters; for obtaining information required to supplement or explain a written report, and for conveying orders. Where a record is necessary of orders or information conveyed in the first instance by telephone, a copy should be sent by the earliest available post. Message books (Form 11.22) shall be kept in each office which is supplied with a telephone. The recipient of a message or order, on which action has to be taken, will take it down in the message book, as received, and will then repeat it over the telephone and obtain the sender's acknowledgment of its correctness. Messages recorded in this form shall be placed in the appropriate file in the receiving office, until their place is taken by the official copy which is required to follow by post on receipt of the letter the message form will be destroyed.

Trunk calls shall be used for official purposes, only when the use of the telegraph would be justified and if the cost of such a call is not greater than would be the cost of making the enquiry in question and getting a reply thereto by telegram. Except in cases of great emergency trunk calls will be made only by officers of and above the rank of inspectors.

11.23. Treatment of receipt letters and postal matter containing remittances. - (1) In the offices of Superintendents of Police all letters, etc., received shall be opened, by the head clerk personally. Every receipt shall be registered before any other action is taken,

the office stamp, with the diary number and date entered in red ink, being impressed in the upper left hand corner. The head clerk is responsible that every fresh receipt is shown to a gazetted officer within forty-eight hours, even if the connected file is not available for submission at the same time. This rule shall apply as far as is practicable to the offices of Deputy Inspector-General or ranges.

(2) Receipts for insured or registered letters or packets shall be signed by the head clerk personally or other officer senior to the head clerk. Such letters and packets shall invariably be opened by a gazetted officer, or, when no such officer is at headquarters, by an Inspector. The officer opening insured letters or packets will be personally responsible for seeing that the contents are correct according to the covering letter, if any, or endorsement on the cover, and are immediately brought on to permanent record or account. If the insured contents are currency notes, cheques, or remittance transfer receipt they shall be made over to the accountant and the receipt shall be entered forthwith in general cash book and initialled by the officer opening the letter or packet; if they are other valuable goods or documents they shall immediately be placed in suitable safe custody. Officers must realise that laxity in the receipt and disposal of valuables sent through the post gives an easy opening for misappropriation and fraud of a kind the detection of which is not easy.

11.24. Registration. - (1) All correspondence, both receipts and issues, shall be registered in one diary of correspondence [Form 11.24(1)] and every separate receipt and issue shall be given a serial number as shown in the diary, receipts being entered in black ink and issues in red.

(2) Periodical and other standard returns shall be entered in the diary and numbered for despatch. Covering letters shall not be sent with such communications, unless it is necessary to make explanatory remarks, which cannot be endorsed on the return itself.

When a return is blank the fact should be reported on a post card. - [*vide* sub-rule 11.39(3)].

(3) The number of a despatch letter should be given above the file and subject-head number below, *e.g.,* $\frac{256}{2/19}$ meaning letter number 256 of file 2, subject-head 19.

(4) When a letter which starts a new subject is issued or received the head clerk shall decide whether, in accordance with rule 11.25, it should be filed with the "miscellaneous file" of the chapter concerned or with one of the "general files," or whether it should be given a "special file". In the last case the necessary entry in the file register [Form 11.28(1)] shall at once be made.

(5) When any communication is sent to more than one office, the distribution shall be shown on each copy.

11.25. Filing. - (1) Correspondence shall be kept in the flat file system and given file covers [From 11.25(1)]. Files shall be kept according to their file and subject-head numbers - See rule 11.26.

(2) Papers in a file shall be arranged chronologically and shall be paged on one side only on the right hand top corner, the first paper being numbered 1, and the second 3, and so on, the reverse of each paper being the following even number, which need not be marked. Office notes and orders except purely ephemeral notes such as calls for papers and explanations of delay, which should be made on "slips" or "buff sheets" and destroyed when disposed of, shall form part of the file and be paged accordingly.

(3) Enclosures to a letter when placed on record should come before the letter itself. A note in red ink shall be recorded on the enclosure on receipt as follows :-

"Enclosure to letter number, dated more to be returned," the last three words being omitted if the enclosures are not to be returned.

(4) An index to the contents of each file shall be maintained on the outer cover and shall show whether letters are pending or otherwise.

11.26. Heads of correspondence. - (1) Main subject heads of correspondence shall be allotted in accordance with the chapter headings of Police Rules, one extra main head "other subjects" being added for correspondence bearing no relation to those rules. Sub-heads shall follow, as far as possible, the paragraph headings of Police Rules. Further instructions are given in Appendix 11.26(1).

(2) Files under each subject-head will be of three descriptions, *viz.*, "Miscellaneous", "General" or "Special".

(a) Only one "miscellaneous" file shall be maintained under each main head. It will be given the first serial number under the head concerned each year, and will contain all correspondence on that head of an unimportant or routine nature, concerning which no lengthy correspondence is expected, and for which a "general" or "special" file is considered unnecessary.

(b) "General" files under each subject-head will consist of papers connected with periodical correspondence or returns on one general subject, on any one item of which no lengthy correspondence is expected. General files will be marked with the letter "G".

(c) A "special" file shall be started for every case which, either from the time of its initiation or at a later stage, appears likely to be the subject of prolonged correspondence, or to be of intrinsic importance as a precedent or as embodying a new ruling or order, or to constitute a distinct item within a general sub-head, which is likely to be required frequently for reference and should be kept on record for more than ten years. It will frequently be necessary to transfer papers from a "miscellaneous" or "general" file to a "special" file. Whenever this is done corrections must be made in the diary of correspondence, and index of the file from which the papers are removed.

(3) Papers in connection with "miscellaneous" and "general" files may, if convenient, be submitted separately as they are received. After necessary orders have been issued and complied with they should be placed with the files to which they belong. Papers in connection with "special" files should ordinarily be submitted for orders with their files.

(4) When a file becomes unduly bulky (ordinarily when it exceeds 100 pages), a separate continuation file should be started with the same serial number, but with the addition of the letter "A" thereto.

11.27. Detailed instructions regarding office procedure. - Further detailed instructions for the conduct of the business of an office are published as Appendix 11.27. These instructions should be studied both by gazetted officers and clerks, and should be followed, as far as the conditions of different offices permit.

11.28. File Register. - (1) An annual file register shall be maintained in Form 11.28 (1) for each subject-head. It will give the number of and serve as an index to all "general" and "special" files.

(2) A new register and a new series of serial numbers will be started at the commencement of each year.

11.29. Filling of papers. - Ordinarily a new file will be started for each subject head with the first letter received or issued thereon in the new year, but when the file is not a

large one (*viz.*, over 100 pages) or when only a few more letters are expected to complete it, it should be left to the discretion of the head clerk to file such papers with the previous year's file instead of starting a new file.

11.30. Arrangements of correspondence files. - (1) For purposes of arrangement in the record room, correspondence files will be divided into two classes :-

(a) "Action" files, in which further correspondence is expected, including all "miscellaneous" and "general" files.

(b) Completed "special" files, in which correspondence has been finished.

(2) One or more record cupboards should be kept for correspondence files of the current and preceding year, and should be divided into compartments marked with a distinguishing number for each main-head. Each compartment will be sub-divided into two.

Completed files will be tied up between boards and placed below the action files, which will be kept loose, but in their proper order.

Action files will be kept in the upper division and completed files in the lower division of the compartment.

(3) At the end of the second year the files of each subject-head shall be placed between stiff boards in a separate record cupboard, divided into annual compartments. On the top board of each packet shall be written the number of files. This portion of the record shall be classed as old records.

11.31. Period of retention of, and destruction of records. - The process of eliminating superfluous records shall be carried on continuously under the orders of the head clerk. No file shall be considered for destruction till it has been three years in the "old records". Files in the "old records" shall be kept in two classes (a) miscellaneous and general, (b) special. No special file shall be considered for destruction till it has been ten years in the "old records".

Subject to this guiding principle the record room staff will be continuously engaged on the overhaul of old files. Each file liable to destruction will be first examined with the aid of its index. Any portion of its contents which the record clerk considers should be kept, shall be removed - the order or the head clerk being taken if necessary - before the rest of the file is destroyed. The orders of the head clerk shall invariably be taken before a special file is destroyed. As each file is destroyed its original entry in the file register of the year concerned shall be cancelled in red ink, dated and initialled by the record clerk. Progress in destruction work will be checked at all office inspections by reference to the file register.

Papers removed for retention from files which are to be destroyed shall be recorded in a special file under the appropriate subject-head entitled "Papers retained from files destroyed." This extra file shall, when created, be entered in red ink at the end of the file register of the year in question.

11.32. Station delivery Register. - An annual station delivery register shall be maintained in Universal Form No. 20 for all letters, etc., sent out by hand.

11.33. Stamp Register. - (1) A stamp register shall be maintained by the accountant in Form 11.33 showing the receipt and issue of Government stamps to each officer during the year.

(2) The rules prescribed by the Punjab Finance Department for the audit and better control of service lables, - *vide* Inspector-General's Memo No. 3402-A, dated 26th

September, 1931 - should be carefully observed. Range auditors should examine the stamp accounts during the course of their inspection of district accounts.

11.34. Stock book of office furniture. - A register of furniture in the office of Superintendents, Deputy Inspectors-General, and the Inspector- General shall be maintained in Universal Form No. 93. Stock shall be taken annually in April and the record verified under the hand of a gazetted officer, the condition of articles in stock being duly noted in the column provided for this purpose. To facilitate identification each article shall be marked with the abbreviated designation of the office concerned. Inspecting officers shall examine this register in the course of their inspections.

11.35. Inventory of stores. - (1) An inventory of stores in Form 5.16(1) shall be maintained in each police office showing all European and other stores and moveable property in the custody of the head of the office. Articles required to be entered in the registers maintained under rules 11.34 and 11.58 shall not be entered, but all other Government property, other than that purchased or maintained from the Chanda, Police Land or General Police Funds, shall be included.

Note.: - Stores purchased or maintained from the Police Land or General funds shall be entered in the miscellaneous stores register in the Lines (Rules 22.70).

(2) On the 31st March of each year the balances of all stores should be shown in one line and shall be verified by count by a gazetted police officer, and attested by his signature in the register in the column for remarks. At the same time a certificate shall be forwarded to the Deputy Inspector-General, by Superintendents, and to the Inspector-General, by Deputy Inspector-General, that this verification has been carried out.

At inspections the controlling officer should call for the stock register and see that entries have been regularly made and verify the record of actual count. He should, if possible, verify by actual count the balance of one or more items, as the balance of the particular stock affected is struck at each operation.

11.36. List of registers. - A list of registers to be maintained under the Police Rules, in the English and Vernacular Offices of Superintendents, is given in Appendix 11.36.

11.37. Unauthorised returns. - No periodical return or report of a permanent character, whether in English or in Vernacular, shall be ordered to be submitted by the police, except under the authority of the Inspector-General or Government, or by law or rule have the force of law.

11.38. Compilation of Returns. - The material for authorised periodical returns and reports should normally be available from the records and registers in the office preparing them. Such returns and reports shall be prepared accordingly, and material shall not be demanded from executive officers except for special and adequate reasons. When a special returns ordered by proper authority necessitates the collection of material directly from executive officers and police stations, blank forms of the required returns shall be sent for completions.

11.39. List of returns due from offices of Superintendents and Deputy Inspectors-General. - (1) A list of periodical returns which have to be submitted by Superintendents, showing the period after which the office copies of such returns may be destroyed, is given in Appendix 11.39(1)(A). A similar list, showing the returns to be submitted by Deputy Inspectors-General, is given in Appendix 11.39(1)(B).

(2) Each Deputy Inspector-General shall cause a check statement of periodical returns to be kept up in his office, in Form 11.39(2).

(3) When a return is blank, intimation of the fact shall be sent by post card, quoting the description of the return, as given in Appendix 11.39(1)(A) and the number of the rule in which it is prescribed.

PART II

STATIONERY AND FORMS

11.40. Supply of English Stationery. - (1) English stationery shall be procured by means of indents in the form supplied by the Stationery Office, Calcutta. Such indents shall be submitted to the Inspector-General on or before the 15th June each year. Head clerks are required to make themselves familiar with the provisions of the Punjab Printing and Stationery Manual which affect procedure in the police department.

(2) Care shall be taken that the cost does not exceed the annual allotment of funds.

(3) Superintendents and Deputy Inspectors-General shall each submit an annual estimate, in form B.M.I. of the total expenditure on account of English stationery for the following year, to the Inspector-General, not later than 1st July in each year.

(4) The requirements of stationery shall be estimated for a calender year on the basis of actual expenditure for ten-and-a-half months and average expenditure for one-and-a-half months. The balance stock in hand shown shall be that remaining after deducting one-and-a-half months' average expenditure as above.

11.41. Instructions for the preparation of indents of stationery. - Head of offices and their head clerks are personally responsible for utilising the allotment of funds for the purchase of stationery to the best advantage. The annual indent must receive very careful attention, and must be treated as a matter of routine. Types of stationery and envelopes suited to the actual requirements of the office must be selected, quantities must be carefully calculated in the light of actual requirements and stock in hand; the mere repetition of previous year's indents must not be allowed. The indent for pens, pencils, inks and miscellaneous requisities must similarly be framed after a detailed survey of what is required to meet reasonable expenditure under proper supervision. A model scale is given as Appendix J, Punjab Printing and Stationery Manual, and should be taken as a guide.

11.42. Indent for forms. - (1) The instructions contained in the Punjab Printing and Stationery Manual must be carefully followed in regard to the method of preparation and submission of all indents for forms. Superintendents of Police are not authorised to indent direct on the Controller of Printing and Stationery, Punjab, Chandigarh or Government contractors. Their indents will be consolidated and forwarded by the Deputy Inspector-General of the range; the latter and the Deputy Inspector-General, Criminal Investigation Department and the Assistant Inspector-General, Government Railway Police, will indent direct for their own requirements. The original indents must contain all instructions regarding the binding of any forms which have to be bound into registers, also the full address to which such forms and registers are to be despatched. The same care must be exercised in the preparation of indents for forms as is enjoined in the case of stationery indents (rule 11.41). Balances in stock must be verified by a responsible official the balance of each form, whether it is being indented for or not, being shown in the indent. Dated fixed for the submission of indents must be strictly adhered to; otherwise the Press will not be responsible for any delay which may occur. Printing cannot be commenced until all indents are received.

(2) Supplementary indents must be avoided as far as possible. Only in very special cir-

cumstances will a supplementary indent be passed, and the reason necessitating such an indent must be stated in every case. These indents should be submitted through the Deputy Inspector-General who, if he passes them, will forward them to the Inspector-General of Police for sanction.

(3) When forms, etc. are packed in gunny cloth or gunny bags, the indenting officer concerned should arrange to retain such packing material, and, when a sufficiently large quantity has been collected, should return it by goods train to the Controller of Printing and Stationery, Punjab, Chandigarh. All invoices for forms, etc. supplied should be returned, duly acknowledged, to the Controller of Printing and Stationery, Punjab, Chandigarh, within a fortnight.

11.43. Universal Forms and Standard Official Envelopes. - (1) Consolidated annual indents for universal forms and standard official envelopes are due with the Controller of Printing and Stationery, Punjab, Chandigarh, on the 1st April of each year. Indents are made on U.F. No. 35, and should be forwarded to reach the Deputy Inspector-General of the range by the 1st March. Deputy Inspectors-General are required to scrutinise all indents carefully, and to cut down demands which appear excessive in view of stocks in hand and the normal requirements of the office concerned. Notable variation in demands between offices of equivalent status should be notices and rectified. Scrutinising officers shall be guided, further by the provisions of the Printing and Stationery Manual.

(2) Forms required for use in the offices of Deputy Inspectors-General of ranges, should be included in the consolidated indents; the indents of the Deputy Inspector-General, Criminal Investigation Department, and Assistant Inspector-General, Railway Police, should be prepared on U.F. 35 and forwarded direct.

(3) Printing of addresses and franks on envelopes is not allowed. For dispatching by post papers of an unimportant nature wrappers (to be obtained from the Controller of Printing and Stationery, Punjab, Chandigarh) should be used if practicable. The number required should be stated on U.F. 35 and proportionate reduction made in the number of envelopes ordered. Cloth-lined envelopes are intended to be used for confidential or specially important papers only and the supply allowed shall be kept as low as possible. To permit of envelopes being used more than once, full use shall be made of "National Economy Slips" U.F. 51.

(4) Rules regarding the supply of file boards, which are classed as Universal forms, are contained in Chapter 8 and Appendix N, Punjab Printing and Stationery Manual.

11.44. Standard departmental forms. - Consolidated annual indents for standard English departmental forms, in Form 11.44 are due with the Controller of Printing and Stationery, Punjab, Chandigarh on the 15th of September of each year, and with Deputy Inspectors-General on 1st August. The procedure in the offices of Deputy Inspectors-General, Assistant Inspectors-General and Superintendents of Police is the same as in the case of indents for universal forms. Standard departmental forms are those rules authorised in the present edition of Police Rules, or introduced from time to time by means of correction slips to those rules. Indenting officers are not authorized to require any alteration to be made in any standard form. Envelopes other than those indented for under rule 11.43 are not authorized.

11.45. Non-standard departmental forms. - No non-standard form may be indented for without the sanction of the Inspector-General of Police obtained in the case of Superintendents of Police, through the Deputy Inspector- General. Such sanction will only be given in exceptional circumstances and for definite reasons, which must be explained.

Consolidated indents for non-standard forms in form No. C.O. - N.B. 1, copies of which are obtainable from the Controller of Printing and Stationery, Punjab, Chandigarh, are due on the same dates as those for standard forms. Samples of forms required must be attached to the indent.

11.46. Accounts forms. - Indents for treasury and accounts forms are due with the Controller of Printing and Stationery, Punjab, Chandigarh, on the 1st October annually and with Deputy Inspectors-General on the 1st September.

11.47. Standard departmental vernacular forms. - Consolidated indents for standard departmental vernacular forms are due with Controller of Printing and Stationery, Punjab, Chandigarh, on the 1st of July annually and with Deputy Inspectors-General on the 1st June.

Indents should be prepared by Superintendents of Police in Form 11.47. As regards consolidation and scrutiny, the procedure prescribed in rule 11.42 shall be followed.

As regards non-standard vernacular forms, rule 11.44 applies except that the date for submission of indents to Deputy Inspectors-General is the 1st of June.

11.48. Account of expenditure of stationery and forms. - (1) The supply of English stationery and forms shall on receipt be examined by a gazetted officer. It shall then be made over to one of the clerks of the English office for safe custody under lock and key. Such clerk shall keep an account of the expenditure in the form supplied by the Controller of Printing and Stationery, Punjab, Chandigarh. Attention is invited to rules 10.26 to 10.32 Punjab Printing and Stationery Manual, regarding the procedure to be followed in case of defacts or shortages.

(2) Country stationery and vernacular forms shall on receipt be examined by the prosecuting inspector. They shall then be made over to, and accounted for by, the vernacular record-keeper under the general control of the prosecuting inspector. The form referred to in sub-rule (1) above is U.F. 96 and shall be used for the record of stocks of both English and vernacular stationery and forms.

(3) Paper used in vernacular police offices shall be either jail-made paper or that specially supplied for carbon copying. Supplies for police stations, including supplies of carbon paper indelible pencils, should ordinarily be sent out in quantities sufficient for a full year, a half year's stock being maintained at headquarters. The consumption at police stations, however, inevitably varies considerably with the fluctuations of crime and their stock of material for carbon copying must on no account be allowed to become exhausted. Demands for replenishment must be submitted in good time by police station clerks, and must be promptly met.

11.49. Stock register of printed forms etc. - A stock register of printed forms, envelopes, registers etc. shall be maintained in the Central Police Office and all other police offices. The forms for this register is standardized, and requirements shall be included in indents submitted in accordance with rule 11.42.

11.50. Page numbers to police station registers. - All police registers shall be paged in English in the office of Superintendent before issue to police stations, the number of pages in the register shall be noted on the inside of the cover under the signature of the prosecuting Inspector or a prosecuting sub-inspector.

PART III

GAZETTES, PUBLICATIONS AND CONTRACTS

11.51. The Police Gazette. - The Gazette is published in two parts in both English and vernacular -

Part I. - Departmental Orders.

Part II. - Notifications regarding additional police, police station boundaries, plague, appointments, promotions, reductions, dismissals, transfers, rewards (in cases of exceptional interest or importance only), examinations, leave, pensions, etc.

11.52. The Criminal Intelligence Gazette. - (1) The *Criminal Intelligence Gazette* is published by the Criminal Investigation Department. As much publicity as possible within the department shall be given to its contents, and information published in it regarding arrests and identifications wanted, warning, etc., shall be freely disseminated to public; the gazette as a whole, however, may not be shown to non-officials.

(2) Information on the following matters may be published in the *Criminal Intelligence Gazette* and should be submitted in the forms noted :-

(a) Valuable property lost or stolen or found and awaiting identification [Form 22.79(1)(d)]. Notices shall be sent only when the circumstances, nature of the case and the description available of the property are such as to render publicity valuable.

(b) Proclaimed offenders and absconders [Form 23.22(1)]. Notice shall be sent only when wide publicity is necessary as a warning against the offender and as an aid to his arrest, and when full particulars of likely haunts, associates and description are available.

Note :- When notices are sent for or publication regarding absconding suspects wanted by the police, but against whom a warrant has not been issued, the officer submitting the notice will be held personally responsible in any legal proceeding for defamation or the like, which may arise from the publication.

(c) Arrests of proclaimed offenders and absconders will be published in important cases only, or when "wanted" notices under clause (b) above previously been published.

(d) Persons lost or missing [Form 22.79(1)(b)]. In important cases only and provided a complete description of the person lost or missing is forthcoming.

(e) Unidentified persons found dead [Form 22.79(1)(a)]. In important cases in which a complete description of the dead body is forthcoming.

(f) Lists of bad characters entered in police station Register No. X, who have left their homes and cannot be traced [Form 23.4(1)]. These will only be published in the circumstances indicated in clause (b) above.

(g) Descriptive notes regarding offences of a novel or professional type, including cases of coining, note forging, fraudulent conspiracy, professional poisoning and cheating, and memoranda embodying the shifts and artifices of criminals, and special measures employed in countering them.

(h) Reports regarding suspicious vagrants, strangers, loafers, etc.

(i) Loss of passports, etc.

(j) Notices regarding loss and recovery of arms according to the instructions contained in Criminal Investigation Department Circular No. 4986, dated 14th December, 1923.

(k) Material for publication in the *Criminal Tribes Supplement.*

(3) Except as prescribed above, no particular form is necessary for matter intended for publication, but the general forms of the notices published in the *Criminal Intelligence Gazette* shall be followed. The matter should in all cases be in narrative form. A gazetted officer shall personally draft, or carefully revise the drafting of, and sign all matter intended for publication, so that it may be sent to the press in the form in which it is received. All matter intended for publication in the *Criminal Intelligence Gazette* should be despatched, as soon as it is ready, in ordinary covers, addressed to the Assistant Inspector-General, Crime and Criminal Tribes. In urgent cases special supplements will be issued within twenty-four hours; notices in such cases should be marked "urgent - for special supplement".

11.53. Notices for insertion in the Police Gazette. - Notices for insertion in the *Police Gazette* shall be despatched in envelopes marked "Gazette" on the upper left hand corner and may be sent direct to the office of the Inspector- General, except where a channel of submission is prescribed by rule. They shall be written, on one side of the paper only and headed "For publication in the *Police Gazette*". No covering letter is required, but drafts must be signed by a gazetted officer; all drafts must be in the form commonly used in gazette publications and be correctly phrased, so that they may be used in original as manuscript for the press. Notices which are delivered in Lahore after Tuesday afternoon, cannot ordinarily be inserted till the week next following.

11.54. Advertisements in the Police and Criminal Intelligence Gazettes. - The *Police and Criminal Intelligence Gazettes* may be used as a medium for advertisements. Departmental advertisements of a public character shall be inserted free of charge in the *Police Gazette*. Private advertisements and notices of rewards offered and property or persons lost or found will be published in the *Criminal Intelligence Gazette*, provided they shall have been paid for in advance at the rate of one anna for every ten words for each insertion, and the money credited to Government. Superintendents forwarding such advertisements or notices shall state the sums paid under this rule.

11.55. Supply and binding of Police and Criminal Intelligence Gazettes. - (1) Copies of the *Police Gazettes* and of the *Criminal Intelligence Gazette* in English are supplied free to all police officers whose official duties require them to maintain a file of these publications. Head of offices shall intimate any changes required in this distribution to the Assistant Inspector-General of Police, Punjab and the Assistant Inspector-General of Crime and Criminal Tribes, in the case of the Police and Criminal Intelligence Gazette respectively.

(2) Officers may obtain additional copies of the *Police Gazettee* and of English edition of the *Criminal Intelligence Gazette* on payment in advance at the following prices :-

Part I of the *Police Gazette*, Rs. 5-12-0 per annum or one anna and nine pies per copy.

Part II of the same *Gazette*, Rs. 11-6-0 per annum or three annas and six pies per copy.

The *Criminal Intelligence Gazette*, Rs. 15-0-0 per annum or four anna and nine pies per copy.

Excise Supplement to the Criminal Intelligence Gazette, Rs. 5 per annum or one anna and six pies per copy.

Such payment shall be credited as directed in Appendix 10.31(1) and the treasury receipt shall be attached to applications for supply of copies. The prices are liable to alteration from time to time.

(3) On receipt of the index which is issued for each of the *Police Gazette* and the English edition of the *Criminal Intelligence Gazette* as soon after the 31st December as possible, all copies which are issued free shall be bound in accordance with the directions in rule 11.57.

(4) Neither the *Police* nor the *Criminal Intelligence Gazette* may be sold to members of the public, and police officers are prohibited from allowing non- officials to have access to their copies.

11.55-A. Superintendents of Police are required to issue a District Criminal Intelligence Gazette for circulation among police stations of their districts and such adjoining districts as is considered necessary. The gazettes shall be in English and may in addition be published in the vernacular, if found necessary. They shall be published at least once a week, preferably immediately after the receipt of the Provincial Criminal Procedure Intelligence Gazette. The preparation of District Criminal Gazettes shall form part of the duties of the District C.I.A. Such gazettes shall include :-

(a) a brief resume of the crime in the district since last publication;

(b) particulars of cases of an interesting nature;

(c) deductions from a study of *modus operandi* records as to particular gangs or individuals at work;

(d) relevant extracts from the Provincial Criminal Intelligence Gazette;

(e) departmental notices and orders;

(f) such other matter as Superintendent of Police consider should be published."

11.56. Supply of police rules and other subsidiary manuals. - (1) Copies of English editions of the Police Rules and authorized subsidiary manuals are supplied once at Government expense to all gazetted officers, to Inspectors and Sub-Inspectors who know English and to Sergeants. Copies of the Vernacular edition of the Police Rules are supplied once to Inspectors and Sub-Inspectors who do not know English and to all Assistant Sub-Inspectors. In the event of any volume being lost the holder will be required to refund the cost. Every officer is responsible for keeping his copy of the rules up to-date.

(2) English and vernacular copies are also supplied once to all police- stations, offices and police lines and to the Police Training Schools, and vernacular copies to all police out-posts others than those in the charge of assistant sub-inspectors according to the scale fixed by the Inspector-General of Police. Losses shall be replaced either at Government expense or at the cost of individuals according to the circumstances of each case.

(3) Officers desirous of purchasing copies of Police Rules may obtain them from the Controller of Printing and Stationery, Punjab, Chandigarh, the price shall be credited into the local treasury, the treasury receipt being forwarded to the Controller of Printing and Stationery, Punjab, Chandigarh.

(4) Corrections to Police Rules will be published in the *Police Gazette* by the Inspector-General of Police when necessary. No memorandum or instructions issued by the Inspector-General of Police or any officer subordinate to him shall have the effect of altering any Police Rule, unless it is definitely stated to be a correction and, as such, published with the authority of the local Government.

(5) Concurrently with their publication in the *Police Gazette* copies of all corrections to Police Rules will be sent in correction slip form to all holders of copies of the rules. These correction slips will be printed on one side of the paper only and in the same type as and on paper of the same width and with the same margin as the volume which they amend. They will be serially numbered in block type in the left hand margin.

(6) Minor verbal corrections, and other corrections where space permits, shall be copied into the original volume by hand; in such cases the serial number of the correction slip shall invariably be copied in the left hand margin also, after which the correction slip itself may be destroyed.

(7) A list of correction slips will be issued to all holders of Police Rules and allied manuals, who will on receipt paste it into the spare binding edges provided for the purpose at the end of each volume.

(8) When one correction slip cancels another previously issued, the cancelled one shall be removed and destroyed, and the index shall be correspondingly corrected.

11.57. Supply of publications, book binding and printing. - (1) Government publications, including Acts of the Central and Provincial Legislatures, are supplied as required to police officers under arrangements made by the Inspector-General of Police, in accordance with the provision of Punjab Printing and Stationery Manual. Changes in the requirements of districts in this respect, due to increases or reductions in the number of police stations, etc., shall be notified to the Inspector-General of Police as they occur.

(2) Requirements in respect of the binding of blank books of forms shall be carefully stated in the indents for such forms (vide rule 8.3, Printing and Stationery Manual). The periodical binding of returns and other records required by Police Rules to be bound shall be done under the instructions (general or special) of the Controller of Printing and Stationery, Punjab - *vide* rules 8.1 to 8.5, of the same publication. Records, which cannot be allowed to leave the office, or cannot be spared for the time required by the Government or a Jail Press to do the work, may be bound either by the office *daftri* or by a local press, subject to the conditions prescribed in the rules referred to above. The cost of such local binding shall be met from the contingent grant. [*vide* Appendix 10.111(1)].

(3) Except in the case of very urgent work, the cost of which is within the limits prescribed in items 4-A and 4-B of rule 20.6 in Punjab Financial Handbook No. 1, police officers are prohibited from having printing work executed at private presses. The procedure in all cases shall be as laid down in rule 2.20, Punjab Printing and Stationery Manual.

(4) Survey maps required by police officers in their official capacity shall be obtained to indent through be submitted to the Inspector-General who will include them in the consolidated indent to the Map, Record and Issue Officer, Calcutta. Indents should reach the Central Police Office by the 1st June annually. The cost of maps so supplied will be charged to the contingent grant of the Inspector-General. Revenue, Municipal and District Board maps shall be obtained from the Deputy Commissioner or the local authority publishing them and paid for from the contingent grant of the office for which they are purchased.

11.58. The Library Register. - Each Deputy Inspector-General and Superintendent shall maintain a library register in Form 11.58 of books and publications other than newspapers supplied to him at the public expense for official use. Every fresh receipt shall be entered in the library register. The serial number of the register entry, the name of the office and the date of receipt shall be endorsed on the title page of the book and a label containing similar particulars shall be affixed to the back of the cover. Gazettes and similar periodical shall be kept in file-boards and brought on to the library register as soon as they are bound.

11.59. Custody and issue of library books. - All publications belonging to the library, which are not in constant use by and kept, under due authority, on the tables of particular officers, shall be kept in locked cupboards. The library clerk shall keep the keys of these

cupboards and be responsible for the completeness of the library. The whereabouts of every book, whether permanently or temporarily off the shelves, shall be noted in the library register and periodically checked.

11.60. Inspection of the library by inspecting and relieving officers. - Inspecting and relieving officers shall ascertain that the library is complete and in good order. Such books as have become obsolete may be destroyed under the authority of the Superintendent of Police personally. Bound volumes of the *Police Gazette* may be destroyed after 15 years. The destruction of other books shall be left to the discretion of Deputy Inspectors-General, when examining the library registers at their inspections of districts.

11.61. Contracts. - (1) No contract binding Government as one of the parties shall be entered into by a Superintendent of Police on his own authority. Contracts for the supply of clothing and stores may be executed by the Inspector-General of Police, and contracts or other instruments connected with the lease, sale, hiring or purchase of land or buildings may be executed by the Inspector-General of Police. Deputy Commissioners or by the Public Works Department according to circumstances and in accordance with the orders contained in Part IV of the Law Department Manual, 1926.

(2) Any existing contract or other instrument, which has not been executed as above shall be reported for orders to the Inspector-General of Police.

11.62. Bonds. - Bonds taken in the Police Department to secure the due performance of duty shall be executed only in one or other of the forms authorized by the Inspector General of Police. Specimens of these forms may be obtained on application to the Central Police Office.

11.63. Supply of copies of Police records. - (1) No document or record belonging to, or in the custody of the police, and no copy or extract from such document, shall be furnished to any private individual or to any Government servant for his private use, save under the authority of an express provision of the law, or by order of a Court acting within its legal powers, or of a general or special order issued by a competent authority in respect of any class or classes of document.

(2) By a general order of the Inspector-General extracts or copies from files of departmental proceedings, may be granted to police officers or ex-police officers for the purpose of preferring appeals.

(3) Except in cases where copies are required by law, or other competent authority, to be given free, fees shall be charged for all copies at the same rates as are in force for the time being in the civil courts, and shall be paid as follows :-

(a) Half to the copyist.

(b) One-tenth to the examiner.

(c) The remaining amount shall be credited into the treasury as Police Income under head "Fees, Fines and Forfeitures".

11.64. Cancellation of stamps. - (1) Court fees stamps upon dutiable instruments presented to or issued by police officers, shall be cancelled, in the manner prescribed in Chapter 4-C, Volume IV of the Rules and Orders of the High Court, 1931.

(2) The first hole to be made on receipt of a document bearing a court fee of stamp and on the issue of a copy shall be made by a small circular punch; the second hole to be made on receipt of a copy shall be made by a small triangular punch, and the second hole, in the

case of a document other than a copy, and the third hole, in the case of a copy, shall be made, when the record is finally filed, by the record-keeper with a small square punch.

11.65. Certain copies requiring to be stamped. - When copies of documents falling under Articles 6, 7 and 9 of Schedule I of Act VII of 1870 (The Court Fees Act), and Article 25, Schedule I of Act II of 1889 (The Indian Stamp Act), are submitted with petitions without being stamped, the petition should ordinarily be returned to the sender or presenter with direction that orders cannot be passed unless it is resubmitted with the copy duly stamped.

11.66. Literary works by gazetted officers. - Information regarding literary work of a public or official character undertaken by gazetted officers shall be reported through the Inspector-General to the Secretary to Government, Home Department, for incorporation in the History of Services of gazetted officers.

PART IV

VERNACULAR OFFICE

11.67. Diary of vernacular correspondence received. - (1) A diary of vernacular correspondence in Form 11.67(1) shall be maintained by the diarist in the office of every Superintendent. Every vernacular petition, report or other communication, not being a periodical statement or return or case diary, shall be entered in the diary for the year in which it was written.

(2) A clear abstract of each document received shall be entered in the appropriate column of the register. The manner of disposal by the diarist of each document received shall be briefly noted in the column provided for the purpose. Final disposal shall be noted by a reference to the despatch register in the last column of the form.

(3) The diary shall be bound in quarterly or half-yearly volumes, and shall be kept for two years.

11.68. Despatch book of vernacular correspondence. - (1) A despatch book of vernacular correspondence in Form 11.68(1) shall be maintained by the despatcher in the office of every Superintendent. It shall be bound in quarterly or half-yearly volumes and kept for two years.

(2) All vernacular communications by the Superintendent and orders, other than copies or extracts from the order book or standing order book, shall be entered. When papers previously received are to be despatched with orders endorsed on the original, the entry in columns 2 and 5 of the form shall be sufficiently clear to permit of the purport of both the original document and the order on it being understood, and of its disposal being traced. In such cases cross references shall be made in column 7 of both the receipt and despatch registers.

11.69. Receipt and despatch routine. - (1) All vernacular correspondence received shall except as provided in rule 11.23, be opened by the diarist, who shall distribute to the branches of the office those papers which he is not required to enter in the receipt register [*vide* rule 11.67(1)]. Other receipts shall be similarly distributed with the minimum of delay after being entered in the register.

(2) With all correspondence despatched from one police office to another, including offices subordinate to the district police office, a *chalan* in Form 11.69(2) shall be sent, containing a detailed list under the main classes of correspondence of all papers sent. The

diarist or station clerk, as the case may be, of the receiving office, shall sign and return these *chalans* to the office of issue, where they shall be kept in yearly bundles for two years.

(3) All correspondence for despatch from the office of the Superintendent of Police shall be made over to the despatcher. Orders and papers requiring copying shall be dealt with by the copyist, under the supervision of the diarist or despatcher shall make out *chalans*, write up his despatch register and send off correspondence with the minimum of delay.

(4) In every district a standing order shall be framed with the approval of the Deputy Inspector-General of the range, to regulate the distribution of papers between the different branches of the vernacular office, but a clerk of each branch shall be responsible for receiving from, or handing over to, the diarist or despatcher all papers which pass through those branches, and all such papers, even if they are to pass from one branch of the office to another, shall be entered in the despatch register.

Example. - An order issued by the Superintendent to the prosecuting inspector shall be taken by the assistant reader to the diarist for record and despatch.

11.70. Ordinary correspondence. - (1) General vernacular correspondence shall be kept as follows :-

(a) Monthly district files containing copies of general *parwanas* issued and miscellaneous papers not connected with particular police-stations.

(b) Annual files by police-stations of daily diaries.

(c) Annual files by police-stations of *parwanas.*

(d) Annual files by police-stations of miscellaneous papers.

These files shall be destroyed after two years but files of class (a) shall, before destruction, be seen by the prosecuting inspector, who will bring to the notice of the Superintendent of Police any order, which he considers should be preserved for permanent record as a standing order.

(2) The record-keeper shall maintain a register in Form 11.70(2) showing the receipt and issues of all files, in and from the record-room.

11.71. Method of record of orderly head constable's and Accountant's papers. - (1) All papers relating to enrolments, promotion, transfers, leave and other matters concerning the orderly head constable's branch, regarding the record of which there are no other special orders, shall be filed in separate files under each head; such files shall be either annual, half yearly or quarterly according to the volume of the work in different districts and, on completion, shall be kept in the orderly head constable's branch for five years and then destroyed. Each file shall have an index, showing the detail of its contents, attached to it.

(2) Papers other than those shown in Appendix 11.36 shall be maintained in the accounts branch in monthly bundles and destroyed after the period noted against each -

		Years
(a) Advice note (Rule 10.42)	..	1
(b) Application for recouping permanent advance	..	3
(c) Papers regarding promotions, reductions and transfers	..	1
(d) Miscellaneous papers	..	1

Appendix 11.4-A

D.O. No. 890-G-37/5814(H-Gaz.)

Dated Lahore, the 19th Feburary, 1937

Subject :- RELIEF TO BE GIVEN TO DEPUTY COMMISSIONERS AND OTHER ADMINISTRATIVE AND EXECUTIVE OFFICERS IN CLERICAL WORK

MY DEAR SIR,

I am desired to inform you that at the instance of His Excellency the Viceroy, an exhaustive inquiry was recently held into the touring of district officers. The latter were asked to bring to the notice of Government any matters which tended to interfere with their touring. The inquiry has elicited an almost general complaint.

(i) that unnecessary references are often made to district officers by the Secretariat or by Heads of Department asking for information or report, and

(ii) that where necessary references are made, inadequate time is sometimes given to reply them.

2. Proposals which are circulated from the Secretariat for opinion consist of Legislative measures and other references. With regard to the former, there are Standing Orders (paragraph 417 of the Secretariat Instructions) that it is undesirable to add to the pre-occupation of district officers by asking for opinions on question of which they have little knowledge, or which do not seriously affect their district, and the attention of all officers in the Secretariat has recently been drawn to these instructions with a view to ensuring that superfluous calls are not made on the time of Deputy Commissioners to divert them from their more important duties.

3. With regard to other references, the Governor in Council acting with Ministers has been pleased to lay down the following principles for observance in the Secretariat :-

(i) No call for information should be made, unless it is necessary for the disposal of a case, and is not available in the Secretariat or office of the Head of Department concerned.

(ii) While Commissioners and Deputy Commissioners should be freely consulted about questions of Policy or particular cases affecting their charges, care should be taken to see that references are not made, unless it is clearly desirable to have the views of the Commissioner or Deputy Commissioner, and, in particular, the pernicious practice should be checked of making references with the object of temporarily getting rid of a case.

(iii) Where a reference is necessary, reasonable time should be given for a reply. What is reasonable will depend on the nature of the case. Sometimes it is necessary to have an immediate reply at others an early reply is necessary. Often a period of two or three months may safely be given. Unless the case is immediate or very urgent, referring authorities should give adequate time for the material necessary for a reply to be collected.

(iv) Complaints or applications are often made direct to Government, which relate to matters of a purely local character. Sometimes they are sufficiently important or serious to merit a report to Government by the local authorities. More often they can be left to the latter for disposal. Where this is the case, there are two ways of dealing with them in the Secretariat; the first is to return the complaint or application to the sender for presentation to the proper authority, and the second is to be send it in original through the proper channel to the competent authority for disposal. Where the first method is appropriate, it is to be preferred to the second, since it helps to check a tendency which is on the increase. In any case, the primary principle should be observed not to call for reports from local officers on applications and complaints of this kind, unless it is clearly de-

sirable for Government to take up the matter. The practice of sending references from the Secretariat marked "for disposal or report" should cease. The endorsement should make it clear whether the reference is for disposal or for report.

In exercise of the powers conferred on him by rules 2 and 7 of the Rules for the protection of sources of information, the Inspector-General of Police, with approval of the Governor of the Punjab, given in his discretion, is pleased to issue the following general directions :-

(1) The actual names of agents and sources of information relating to the operations of persons committing or conspiring, preparing or attempting to commit crimes of violence, which in the opinion of the Governor are intended to overthrow the Government as by law established, shall not as a rule be kept on record. When it is necessary to keep them on record, they shall be kept on a file marked "STRICTLY SECRET".

(2) STRICTLY SECRET files referred to in paragraph 1 shall, if prepared by district police, be kept in the personal custody of the Superintendent of Police of the district, and if prepared by the Criminal Investigation Department, shall be kept in the personal custody of the Superintendent of Police, Special Branch or Superintendent of Police, Crime, as the case may be. The Deputy Inspector-General of Police, Criminal Investigation Department, shall however, be empowered to nominate the custodians of these files notwithstanding anything contained in this direction.

(3) If any member of the police force in possession of any such record or of information of the identity of any source or agent as described in paragraph 1 of these directions, deems it necessary in the interest of the administration to disclose such record or information to any other member of the police force he shall, if serving in a district, take the orders of the Superintendent of Police or other gazetted officer nominated by the Deputy Inspector-General, Criminal Investigation Department, in his behalf and if serving in the Criminal Investigation Department, he shall take the orders of the Superintendent of Police, Special Branch, or Superintendent of Police, Crime, as the case may be.

Note :- "Police force" in this direction refers to police serving under the Punjab Government only. Disclosure of such information to any member of other police forces requires the orders of the Governor, in accordance with rule 8 of the Rules for the Protection of sources of Information.

(4) Transmission of such information or record by post shall be avoided when possible. When it is necessary to send it by post, it shall be sent in a double sealed cover registered and insured, and addressed by name to the officer to whom it is to be disclosed.

APPENDIX 11.6

Rubber Stamps and punches to be kept in Police Offices. - The following rubber stamps and similar appliances, obtainable on payment from the Stationery Office, Calcutta, under the regulations contained in Chapter 12, Punjab Printing and Stationery Manual, should be kept in district police offices :-

(a) *English Office*

(1) Office rubber stamp - to stamp English communications as received.

(2) "Confidential" stamp.

(3) Stamp bearing designation of head of office.

(b) *Accounts Branch*

To stamp receipts and vouchers -

(1) Revolving date stamp.

(2) "Cancelled" stamp.

(3) Additional Police stamp.

(4) Lock-up allowances stamp.

(5) Police deposit stamp.

To stamp bills and vouchers :-

(6) 26 - Police D.E.F. (Provincial) (reserved) -

(a) Travelling allowance (non-voted).

(b) Travelling allowance (Voted).

(c) Other allowances and honoraria.

(d) "C" class contingencies.

(e) Supplies and Services.

(f) Contract contingencies.

(g) Debitable to General Police Fund.

(h) Constabulary - Leave salary.

(i) constabulary - Pay.

(j) Cancelled.

For cancelling court-fee stamps and punching stamps of affixed to voucher acquittance rolls :-

(1) A small circular punch.

(2) A small triangular punch.

(3) A small square punch.

APPENDIX No. 11.26(1)

DETAILED RULES REGARDING CLASSIFICATION OF CORRESPONDENCE UNDER SUBJECT-HEADS

1. If experience shows that under any particular main subject-head there are too many files, such subject may, under the authority of Superintendent of Police, be divided into as many further subject-heads as may be considered convenient : and similarly if there are too few files under any subject-head, two or more chapters may be combined together under one head. For example, Chapter 10 might be divided into 10-A - Contingencies, and 10-B - Other Accounts, whilst Chapters 25-27 might be combined under one subject-head as No. 25 - Crime.

2. When a file can be appropriately entered in the file register under more than one head it may be entered under such other heads without being given a serial number and a cross reference may be given in columns 4 and 5 to the subject-head under which it has been given a file number.

3. Letters should be registered under the most definite head appropriate to them; for instance a return or correspondence connected with the clothing fund should be registered under "Clothing" (number 4) and not under "Accounts" (number 10). The index to Police Rules will show the chapter heading and, consequently the main file number, to which and subsidiary subject belongs.

APPENDIX No. 11.27(1)

INSTRUCTIONS REGARDING OFFICE PROCEDURE

1. Urgent receipt shall be submitted to the gazetted officer concerned on the date of their receipt in the office.

2. The head clerk or assistant clerk dealing with the file is responsible that it is sent up complete with all the necessary papers paged, and prepared throughout in accordance with orders.

3. The head clerk is empowered to send to the copyist for issue ordinary reminders and simple drafts in cases in which the orders have been clearly given, and so to the nature and mode of the conveyance of which there can be no doubt. All other drafts should be passed by a gazetted officer, and the fair copies should also be signed by such officer, whenever possible.

4. Files shall not be left lying about uncared for. When done with for the time being, they shall be kept on side-tables or on shelves. Torn or frayed papers shall be repaired at once; the record-keeper is responsible for having such repairs carried out.

5. Alphabetical indicating slips should be pinned on papers referred to in notes or correspondence. The page should also be cited in the noting. Such slips should be removed as soon as the need for them has passed.

6. Whenever fresh papers are added, the officer or clerk adding them should page them.

7. Whenever it is necessary to remove any pages from a file, a slip should be inserted showing when, and why they were removed, and where they are to be found.

8. The clerks responsible for the compilation of returns shall see that they are received punctually and bring delay to the notice of the head clerk. On receipt of the first return, referring to a particular subject, the clerk concerned shall insert in the file cover a record slip, in which are noted all the police-stations and at the top, note the subject and refer to the order prescribing the returns and the date on which they are due. As the returns are received, the date of receipt shall be entered opposite each police station, and the returns, after necessary check, shall then be posted into the general statement.

9. All office copies of communications, including semi-official letters, which may have to be filed with any case, shall ordinarily be written on paper the size of foolscap folio or half foolscap folio size. The first impression of typescript should be sent to the addressee.

10. When an acknowledgement is required to a communication, the letter shall either be sent registered and "acknowledgement due", or a printed or typed acknowledgement slip shall be sent with the letter. On the return of such acknowledgement slip, it shall be attached to the office copy of the letter to which it refers without being numbered or entered in the register.

11. Any law books or books of reference that may be required by the officer to whom a case is submitted shall accompany the file, unless copies are known to be immediately available to him.

12. Continuation blank sheets for notes shall be added to cases in which further notes or orders are expected from the officer to whom the case is submitted. When a case is sent out of the office, superfluous papers and spare copies shall be removed, and only those papers sent that are necessary for the disposal of the reference.

13. (1) A note may be either :-

(a) the briefest remarks or suggestion for the disposal of a case, as "For information", "copy to Accountant-General", "No orders" and the like; or

(b) a comment on the paper under consideration, or on the previous papers in the file without any summary; or

(c) a brief summary of the facts leading up to the points for order.

A *precis* is a full abstract of the papers in the case.

(2) The following definite rules shall be observed, in the matter of notes and *precis* :-

(a) The object of an office note is to assist the officer, who is required to pass orders, by referring him to rules, precedents, and previous correspondence bearing on the question for decision; by pointing out mistakes, mis-apprehensions and mis-calculations in the papers under consideration and by supplying information or calculations which will facilitate disposal. A recapitulation of the case as stated in the correspondence itself is not required. Criticism and suggestions arising merely from the personal opinion of the noting clerk himself are prohibited, but an opinion based on precedents and other formal authorities may and should be expressed.

(b) A full note is only required when the case cannot be decided without consideration of considerable correspondence and references. Such a note should summarize only such portions of the previous correspondence as may be necessary to elucidate clearly the point or points for orders.

(c) A *precis* or full abstract of a case should not ordinarily be put up by the office unless called for by the gazetted officer-in-charge.

(d) All orders, that are to be communicated to other offices, should be couched in language that can be easily converted into a draft.

(e) In long notes, each paragraph should be given a serial number.

When a reference is made to previous notes or papers the page of the file where they are to be found should be quoted, and when necessary indicating slips should be added.

(3) In cases where the reverse side of the receipt letter is blank and the paper is stout, the note may be written thereon and continued (if necessary) on a note form. When noting is unnecessary, brief suggestions may be written on the face of a letter.

14. The head clerk is responsible to the head of the office for the efficient working of the whole office. His duties are :-

(a) to exercise disciplinary control and general supervisory.

(b) to see to the regular attendance of the clerks. Personal matters relating to the clerks such as promotions, leave etc., are submitted through the head clerk;

(c) to arrange for the work of absentees and for the proper training of junior clerks;

(d) to go round the office at least once a day to see that no arrear cases are being neglected, that the tables are tidy, that the clerks are applying themselves to their duties, and that no files lying about uncared for;

(e) frequently to inspect the record room and see that the files are being properly kept up and that work is being promptly disposed of;

(f) to receive or open the mail, stamp the letters with the date of receipt and send them to the record-keeper, urgent letters being first marked with a blue or red slip, according to their urgency.

15. (1) The copyist shall initial and date every draft he copies. He is responsible that all enclosures are fully copied and that they are attached to the covering letter or if numerous and bulky, that they are separately labelled and marked with the number and date of the letter to which they belong and the designation of the officer to whom the letter is addressed.

(2) Letters should be copied in order of their receipt unless marked "urgent" when they should be taken in hand at once.

(3) If an urgent or ordinary letter remains undisposed of by the copyist at the expiration of the first or third day respectively, after its receipt by him, he shall bring the fact to the notice of the head clerk, in order that the issue of the letter may be expedited.

(4) After letters have been copied, the copyist shall read out the drafts to the head clerk or other clerk deputed for the purpose. The latter shall initial and date the fair letters in token of their accuracy and send them up for signature.

(5) After being signed, the letters together with their respective files, shall be made over to the despatcher who shall number and date them, place them in envelopes and send them off. The despatcher, having attached the draft to the file (if there is one), shall page it and, unless further action is required, return the file to the record-keeper.

(6) All letters shall be despatched from the office on the date they are signed.

(7) Whenever it is necessary to send any enclosures independently of the covering letter, the letter shall indicate the manner in which the enclosures are sent. Enclosures shall be despatched the same day as the covering letter. Books and papers, when sent by book or parcel post, shall be securely packed and, if the season requires it waterproof cloth will be used for covers. Confidential communications shall be enclosed in double covers addressed as prescribed in rule 11.10. Care must be taken to verify the title or designation of the officers addressed.

Care must be taken to keep down expense in postage, and the head clerk should attend to this matter. Double envelopes should not be used unnecessarily. Small letters should not be enclosed in large covers.

(8) Post-Office receipts for letters and parcels shall be kept by the despatcher in monthly bundles, which shall be destroyed after six months.

APPENDIX No. 11.36

LIST OF REGISTERS, ETC., PRESCRIBED UNDER THE POLICE RULES, TO BE MAINTAINED IN THE OFFICES OF SUPERINTENDENTS OF POLICE

1	2	3	4	5	6
Serial No.	Rule	Books and registers, etc.	In charge of	Supervising officr	Period after which destroyed
		ENGLISH OFFICE			
1	3.3(2)	List of places of worship on Police presmises	Head Clerk	Superintendent of Police	Permanent
2	3.20	Register of applications for family quarters or house-rent in lieu theeof	Ditto	Ditto	When a new one is made
3	3.28	Register of lands in possession of the Police	Ditto	Ditto	Permanent
4	4.34(i)	Register showing an account of material and cost of making up clothing	Ditto	Ditto	5 years
5	4.34(ii)	Clothing stock account of new articles of clothing and materials	Ditto	Ditto	10 years
6	5.16(i)	District miscellaneous stores register	Ditto	Ditto	Revised from time to time

7.	5.17	Distribution register of miscellaneous stores	Ditto	Ditto	7 years
8	6.2	File of copies of Standing Orders by Inspector General authorizing deviations from equipment tables	Ditto	Ditto	Permanent
9	6.3	Printed statement showing total armament of district and its distribution	Ditto	Ditto	10 years
10	7.32(1)	Register of horses and camels on the chanda	Head Clerk	Superintendent of Police	Revised yearly
11	7.32(2)	Register of enrolled officers who are required to maintain horses	Ditto	Ditto	Permanent
12	8.13	Leave account in form A.T. 290 under Fundamental Rule 76	Ditto	Ditto	
13	9.17(1)	Age register of upper and lower Subordinates	Ditto	Ditto	Permanent
	A and B				
14	10.14(6)	Receipt Books	Ditto	Ditto	
15	10.50(b)	Police Land Improvement Fund cash-Book	Ditto	Ditto	Permanent
16	10.57(2)	Police Deposit Account Pass Book (form 65, Civil Account Code)	Superintendent	Ditto	Do
17	10.76(5)	Registers of house-rent allowances	Head Clerk	Ditto	7 years
18	11.22	Telephone Message Books	Telephone Clerk	Head Clerk	2 years
19	11.24(1)	Diary of receipts and despatches	Diarist and Despatcher	Ditto	10 years
20	11.28(1)	Register of annual files	Record-keeper	Ditto	Permanent
21	11.32	Annual Station Delivery register	Ditto	Ditto	10 years
22	11.34	Stock Book of Office Furniture	Head clerk	Superintendent of Police	Permanent
23	11.35(1)	Inventory of Stores Register	Head Clerk	Superintendent of Police	Permanent
24	11.48(1)	Account of English Stationery and Forms	Stationery Clerk	Head Clerk	3 years
25	11.49	Stock Register of Printed Forms, etc.	Assistant Clerk	Ditto	Permanent
26	11.55	Files of Criminal Intellegence Gazettes	Ditto	Ditto	Do
26-A	11.55	Files of Police Gazettes	Ditto	Ditto	15 years
27	11.58	Library register	Ditto	Ditto	Permanent
28	12.28(1)	Character Rolls	Head Clerk	Superintendent of Police	Do*
29	12.28(2)	Service Books	Superintendent	Ditto	Do
30	13.6	Promotion List A	Do	Ditto	Do
31	13.7	Promotion List B	Do	Ditto	Do
32	13.8(1)	Promotion List C	Do	Ditto	Do
33	13.9(1)	Promotion List D	Do	Ditto	Do

34	15.11	Confidential Register of contingent expenditure incurred from head "Rewards"	Do	Ditto	Do
35	16.16(1)	Punishment Register	Head Clerk	Ditto	Do
36	20.14	Registers E,F,G, H and I under the Arms Act	Ditto	Ditto	Do
37	20.18	Minute Book of meetings of gazetted Officers	Superintendent	..	Do
38	21.8	Confidential Note Book	Do		Do
39	22.68(b)	List of licenses under the Excise Laws	Head Clerk	Superintendent of Police	Revised yearly
40	22.68(c)	List of licenses under the Indian Explosives Act	Ditto	Ditto	Ditto
41	22.68(d)	List of licenses under the Prtroleum Act	Ditto	Ditto	Ditto
42	22.68(e)	List of licenses under the Poisons Act	Ditto	Ditto	Ditto
43	22.68(f)	List of Serais registered under the Serais Act (No. XII of 1987)	Ditto	Ditto	Ditto
44	24.8(1)	Register of cognizable offences	Return-writer	Ditto	10 years
45	24.18	File of special reports	Head Clerk	Ditto	Ditto
46	26.16(2)	Register of Deserters	Ditto	Ditto	Ditto
		ACCOUNTS BRANCH			
47	10.5	Register in B.M. form No. 29	Accountant	Head Clerk	6 years
48	10.14(6)	Receipt Book	Do	Ditto	Ditto
49	10.17	File of Road Certificates	Do	Ditto	When last certificate is 3 years'old
50	10.19(2)	File book of treasury receipts	Do	Ditto	6 years
51	10.20(1)	Chanda Fund Subscription Register	Do	Ditto	Ditto
52	10.27(1)(a)	General Police Fund Cash-book	Do	Ditto	Permanent
53	10.27(2)	General Police Fund Ledger	Do	Ditto	Do
		ACCOUNTS BRANCH - continued			
54	10.35(1)	File books of vouchers	Accountant	Head Clerk	3 years. The sub-vouchers should not be destroyed even after the expiry of this period until departmental audit for the relevant period has been conducted and any objhections relating to the vouchers have been settled
55	10.39(6)	Check memorandum book	Do	Ditto	6 years
56	10.42(1)(A)	Cash Distribution register	Do	Ditto	Permanent
57	10.48(1)	General Cash Book	Do	Ditto	Do
58	10.88(1)	Gradation List of Constables	Do	Ditto	Do

59	10.89(c)	Register of absentees	Do	Ditto	6 years
60	10.93	Check Register of posting of lower subordinates	Do	Ditto	Ditto
61	10.108	Register of permanent advance	Do	Ditto	Ditto
62	10.110	Register of contingent charges	Do	Ditto	Ditto
63	10.160(5)	Register of travelling allowance bills of enrolled officers	Bill Clerk	Accountant	3 years
64	11.33	Stamp Account Register	Accountant	Head Clerk	When finished a new one to be started
		VERNACULAR OFFICE			
65	4.6(2)	Check list of issues or replacements of clothing equipment	Orderly Head Constable	Reverse inspector	Permanent
66	8.14(a)	Applications for leave	Ditto	Ditto	When finished a new one to be started
67	8.14(b) 8.14*(c)*	Leave Register with Index	Ditto	Ditto	Ditto
68	11.48(2)	Stock register of Vernacular Station and Forms	Record-keeper	Prosecuting Inspector	3 years
69	11.67(1)	Diary of Vernacular correspondence	Diarist	Ditto	2 years
70	11.68	Despatch Book of Vemacular correspondence	Despatcher	Ditto	Ditto
71	11.70(2)	Register showing receipts and issues of files	Record-keeper	Head of Prosecuting Agency	Permanent
72	12.13	Recruit Register	Orderly-Head Constable	Superintenden t of Police	3 years
73	12.39	Vernacular Personal Files	Ditto	Ditto	*Permanent
74	12.40	List of vacancies	Ditto	Ditto	When a new one is made
75	12.4(1)	Long Roll	Ditto	Ditto	Permanent
76	14.16(1)	Register of postings	Orderly Head constable	Superintenden t of Police	When a new one is made
77	14.55	Vemacular Order Book	Reader	Ditto	Permanent
78	14.56	File of Standing Orders	Do	Ditto	Revised from time to time
79	23.20	District register of absconders	Do	Head of Prosecuting Agency	Permanent
80	23.22	Register showing progress of action against absconders and proclaimed offenders	Record-keeper	Ditto	6 years
80-A	23.22	Register of proclaimed Offenders	Ditto	Ditto	Ditto
81	23.1	Register of Criminal Tribes	Clerk in charge of Criminal Tribes work	Head Clerk	Permanent

82	27.32(1)	Receipt and despatch register of charge sheets	Return-writer	Head of Prosecuting Agency	10 years
83	27.36	General Crime Register	Ditto	Ditto	Ditto

APPENDIX No. 11.39(1)(A)

LIST OF PERIODICAL REPORTS AND RETURNS, ETC., TO BE SUBMITTED UNDER THE POLICE RULES BY SUPERINTENDENTS

1	2	3	4	5	6	7
Serial No	Rule	Nature of return	Date of submission	To whom to be submited	Period after which return may be destroyed	REMARKS
		ENGLISH RETURNS			Years	
		WEEKLY				
1	21.9(1)	Superintendent's dairy No. 1	Saturday evening	Through District Magistrate to the Deputy Inspector General	2	To be sent to Commissioner or Inspector General if considered necessary
2	21.9(3)	Assistant or Deputy Superintendent and Probationary Assistant's diary	Ditto	Through Superintendent to Deputy Inspector General	2	
3	21.12(1)	Confidential diary No. II	Ditto	**1st copy.** - Retain for record **2nd copy.** Deputy Inspector-General of range **3rd copy.** - Assistant to Deputy Inspector-General of Police, Criminal Investigation Department. **4th copy.** - Ditto **5th copy.** - Deputy Inspector-General of range, through (i) District Magistrate and (ii) Commissioner		
4	22.66(2)	Vital Statistics	Monday evening	Civil Surgeon	..	Vernacular Return
		MONTHLY				
5	21.15(1)	Monthly statement of crime	With first weekly diary of each month	Through District Magistrate to the Deputy Inspector-General	3	A copy of Superintendent's review with extract from statement to reach Deputy Inspector-General on the 5th of each month
6	10.83	Salary bills, gazetted officers	1st working day in each month	Treasury officer	10	

7	10.95(1)	Salary bills, upper subordinates	Ditto	Ditto	10	
8	10.96(1)(B) and (C)	Salary bills, lower subordinates	Ditto	Ditto	10	
9	10.159(a)	Travelling allowance bill, gazetted officers	Whenever necessary	Deputy Inspector-General	5	
10	10.159(b)	Travelling allowance bill, enrolled officers	Ditto	Treasury Officer	3	
11	10.28	Return of income	1st working day in each month	Inspector- General	1	
12	10.5	Account of expenditure in B.M. Forms Nos. 29, 28 and 31	3rd working day in each month	Ditto		
13	10.5	Monthly statement of expenditure	Ditto	Inspector-General and Deputy Inspector-General	1	
14	10.20(1)	*Chalan* for remitting chanda money into treasury	5th working day in each month	Inspector-General	5	
15	10.27(3)	Return of receipts and expenditure of additional police	Ditto	Inspector-General and Accountant-General		Prepared in triplicate 1 copy for Inspector General and 2 for Accountant-General
16	10.95(3)	Absentee statement of Inspectors and assistant sub-inspectors	Ditto	Inspector-General	1	
17	10.95(3)	Assentee state of sub-Inspectors and assistant sub-Inspectors	Ditto	Deputy Inspector-Geneal	1	
18	10.112	Contingent bills	Ditto	Treasury Officer	5	
19	15.24	Return of rewards	Ditto	Deputy Inspector-General	2	
20	16.15(1)	Return of punishments	Ditto	Ditto	2	
21	10.117(2)*(a)*	Statement showing the number, date and amount of railway warrants	10th working day in each month	Accountant-General	..	
		QUARTERLY				
22	20.5(4)	Report of inspection duty performed by gazetted officers	5th working day in January, April, July and October,	Through District Magistrate to Deputy Inspector-General	2	confidential
		HALF-YEARLY				
23	15.21	Recommendations order and Indian titles	1st July and 1st December	Through Deputy Inspector-General to Inspector-General, Police		

24	13.9(3) 13.10(1)	Report on the working of head constables on list D and Assistant Sub-Inspectors on List E	15th March and 15th september in the case of Head Constables and 15th October in the case of Assistant Sub-Inspectors	Deputy Inspector-General		
25	19.27	Report on probationary Sergeants and Inspectors who fail to pass their examination at the Training School	When necessary	Inspector-General		
26	23.21(2)	Statement showing the result of action taken against proclaimed offenders	1st working day of January	Deputy Inspector-General, Criminal Investigation Department	1	1 copy in English and 1 in Vernacular
27	6.25	Indents for arms, ammunitions and ordance stores	1st week of January	Through Deputy Inspector-General to the Chief Ordance Officer	2	
28	21.16(1)	Annual administration report	15th January	Through District Magistrate to Deputy Inspector-General	Permanent	
29	14.23(1)	Certificates of gazetted police officers regarding additions to immovable property	15th January	Assistant Inspector-General of Police, Punjab	Permanent	
30	21.16(3)	Returns appended to the annual police administration report	Ditto	Inspector-General	Do	
31	19.35(1)	Return showing result of target practice	Ditto	Deputy Inspector-General	1	
32	5.21	Indent for tents	20th February	Inspector-Genral	1	
33	4.32	Indent for war medal ribbon	1st March	Ditto		
34	11.43	Indent for universal forms and official envelopes	Ditto	Through Deputy Inspector-General to Superintendent, Government Printing	3	
35	21.18(2) 21.18(3)	Criminal Tribes Report	1st April	Through District Magistrate, Deputy Inspector-General and Commissioner to Deputy Commissioner, Crinminal Tribes	Permanent	A copy of the Superintendent's report to be sent to the Assistant to the Inspector-General of Police for Criminal Tribes, by the 1st April each year
36	16.18	Return of punishment for corruption	10th April	Through Deputy Inspector-General to Inspector-General	5	
37	10.85(2)	Statement showing upper subordinates on leave and under suspension	15th April	Deputy Inspector-General		

38	10.105(3)	Acknowledgment of permanent advance	Ditto	Accountant-General	5	
39	13.17	Confidential report on Assistant sub-Inspectors, sub- Inspectors, Sergeants and Inspectors	15th April	Deputy Inspector-General		
40	13.15	Recommendations for promotion to rank of Inspector	1st May	Ditto		
41	15.20	Recommendations for the King's Police Medal	Ditto	Through Deputy Inspector-Genearl to Inspector-General	confidential	
42	10.82(1)	Establishyment Return	15th May	Accountant-General		
43	10.85(1)	Refunds of clothing deposits	Ditto	Inspector-General		
44	10.113(2)	Special contigent bills on account of charges for clothing and equipment	*Ditto	Deputy Inspector-General	5	*Aproximately
45	11.47	Indents for standard and non-stand departmental vernacular forms	1st June	Through Deputy Inspector-General to Superintdent, Government Printing	3	
46	11.57(4)	Indents for Survey Maps	Ditto	Inspector-General	2	
47	10.170(1)	Proposals involving new expenditure	15th June	Through Deputy Inspector-General to Inspector General	5	Very urgent proposal may be submitted by 1st september
48	11.40(1)	Indents for English Stationery	Ditto	Inspector-General	3	
49	11.40(3)	Estimate of total expenditure on account of English stationary	1st July	Ditto	3	
50	15.20(2)	Recommendations for the Indian Police Medal	Ditto	Through the Deputy Inspector-General to Inspector-General		
51	10.166(1)	Budget estimates of police lands contingent grant	1st August	Deputy Inspector-General	3	
52	11.44, 11.45	Indents for English standard and non-standard departmental forms	Ditto	Through Deputy Inspector-General to Superintendent, Government Printing	3	
53	10.170(2)	Proposals involving new expenditure on buildings	1st September	Through Deputy Inspector-General to Inspector-General	5	Urgent suplementary proposals may be submitted by 10th October
54	15.9(3)	Recommendations for the grant of Sanads	Ditto	Deputy Commissioner		
55	11.46	Indents for treasury and accounts	Ditto	Deputy Inspector-General	3	
56	13.14(1)	Recommendation rolls of Sub-Inspectors considered fit for the selection grade	1st September	Deputy Inspector-General	Permanent	
57	10.168	Budget Estimate 29-Police -2 District Executive Force B.M.I. 139	Ditto	Ditto		
58	10.168 (B.M. 3.1)	Budget estimate-29 Police 8-Miscellaneous $\frac{B.M.I.}{147}$	Ditto	Ditto		

59	9.17(1) B	Returns of upper and lower subordinates due for superannuation on attaining the age of 55 years or more	1st October	Ditto	Permanent	
60	10.168(B.M. 3.1)	Budget Estimate-47 Miscellaneous Departments (Transferred) 1-Provincial Statistics $\frac{B.M.I.}{150}$	Ditto	Inspector-General of Police		
61	10.168(B.M.. 3.1)	Budgent Estimate XXIII Police, Part I $\frac{B.M.I.}{24}$	20th October	Inspector-General		
62	21.20(1)	List of fairs and assemblies to be held during the ensuing year	1st December	Ditto	1	
63	15.4	Recommendations for the grant of class II commendation certificates to upper subordinates	End of each year	Deputy Inspector-General	Permanent	

APPENDIX No. 11.39(1)(B)

LIST OF PERIODICAL REPORTS AND RETURNS TO BE SUBMITTED UNDER THE POLICE RULES BY DEPUTY INSPECTORS-GENERAL

1	2	3	4	5	6	7
Serial No.	Rule	Nature of return	Date of submission	To whom to be submitted	Period after which the office copy of the return may be destroyed	REMARKS
		MONTHLY			Years	
1	10.83	Slaray bills of gazetted officers	1st working day in each month	Treasury Officer of Accountant-General	10	
2	10.95 10.96	Salary bills of office clerks	Ditto	Ditto	10	
3	10.159(a)	Travelling allowance bills of gazetted officers	When necessary	Ditto	5	
4	10.159(b)	Travelling allowance bills of clerks	Ditto	Ditto	3	
5	10.5	Account of expenditure in B.M. form Nos. 29, 28 and 31	3rd working day in each month	Inspector-General		
6	10.5	Monthly statement of expenditure	Ditto	Ditto	1	
7	23.20	Monthly return of re-arrest of restricted criminal tribesment	1st week of each month	Assistant Inspector-General, Criminal Tribes		
8	10.95(3)	Statement showing permanent or officiating vacancies in their clerical establishments	10th of each month	Inspector-General	1	
9	21.15(2)	Absentees statement of crime	15th of each month	Deputy Inspector-General, C.I.D. , copies to Commissioners in the range	3	
10	10.95(2)(b)	Absentees statement	Ditto	Accountant-General		
		HALF-YEARLY				
11	15.21	Recommndations for Orders and Indian Titles	15th July and 15th December	Inspector-General		Confidential
12	Deleted					
		ANNUAL				

13	19.35(3)	Abstract showing figure of merit from' musketry returns	1st February	Inspector-General, Police		
14	11.43	Indents for universal forms and envelopes	1st April	Superintendent, Goverment Printing		
15	21.16(2)	Annaul Administration Report	15 April	Inspector-General	Permanent	
16	10.105(3)	Acknowledgment of permanent advance	Ditto	Accountant-General	5	
17	16.18	Return of punishment for corruption	20th April	Inspector- General	5	
18	20.1	Inspection report	1st May	Ditto		
19	21.18(2)(c)	Criminal Tribes Report	Ditto	Commissioner		
20	13.15(3)	Recomendations for admission of sergeants to list F	1st October	Inspector-General		
21	10.85(2)	Consolidated district statement of upper subordinates on leave or under suspension, eye.	1st May	Inspector-General	Years	
22	10.85(1)	Establishment Return (for his own office)	15th May	Accountant-General		
23	15.20	Recommendations for the Kings Police Medal	Ditto	Inspector- General		Confidential
24	4.37 and 5.11	Transactions of the clothing and equipment funds	..	Ditto		Copies of remarks of Deputy Inspectors-General to be submitted after their inspections of districts.
25	11.5(4)	Indents for survey maps	1st June	Ditto	2	
26	11.40(1)	Indent for English stationery	15th June	Ditto		
27	10.170(1)	Proposals involving new expenditure	1st July	Ditto	5	Very urgent proposals may be submitted by 15th September
28	11.40(3)	Estimate of total expenditure on account of stationery	Ditto	Ditto		
29	11.47	Consolidated indents for standard departmental vernacular forms	1st July	Superintendent, Government Printing	3	
30	15.20(2)	Recommendations for the Indian Police Medal	15th July	Inspector-General		
31	3.10(3)	List of minor works, etc.	1st August	Ditto		
32	10.170(2)	Proposals involving new expenditure on buildings	15th September	Ditto		

33	11.44 and 11.45	Indents for English standard and non-standard departmental forms	Ditto	Superintendent, Government Printing		
34	10.168(3)	Budget Estimate 29-Police-District Force, B.M.I. 139	20th September	Inspector-General		
35	10.166(3)	Budget Estimate of Police lands contigent grant	25th September	Ditto	3	
36	10.168	Budget Estimate 26-Police-8-Miscellaneous, B.M.I.-147	26th September	Ditto		
37	11.46	Indents for treasury and accounts forms	1st October	Superintendent, Government Printing	1	
38	9.17(2)	Recommendations for retention of upper subordinates on attaining the age of 55	October	Inspector-General	Permanent	
39	13.15(3)	Recommendation for admission of Sergeants and Sub-Inspectors to Inspector's promotion list	Ditto	Ditto		

FORM No. 11.22

TELEPHONE MESSAGE FORM COUNTER FOIL	TELEPHONE MESSAGE FORM
	________________DISTRICT
Serial No.	*For official use only*
	No. *Police Station / Office*
Received from ______________________________	
	From ----
Addressed to__________________________________	To --
	Message begins:-
Recorded by _________________________________	______________________________
	______________________________
	______________________________
	______________________________
	______________________________
Time of call _________________________________	______________________________
	______________________________
	____________________________*Message ends*

(Bilingual Form)

FORM No. 11.24(1)

POLICE DEPARTMENT _______ DISTRICT

DIARY OF CORRESPONDENCE RECEIVED AND ISSUED DURING THE YEAR _______ 19.

(Note. - The despatch No. of letter issued will be the No. shown in column 1 and the date of such letter will be that shown in column 2.)

1	2	3	4	5					6		7	8	9	10
Diary No. receipt and despatch communication.	Date of entry in this register and date of despatch communication	LETTERS RECEIVED		CLASS OF OFFICER FROM OR TO WHOM RECEIVED OR SENT. TO BE SHOWN THUS X OR THE NAME OF THE OFFICER UNDER "SUPERINTENDENT OF POLICE" OR "MISCELLANEOUS"					"REFERENCE TO		File No.	Subject-head No.	CONTENTS OF LETTERS RECIVED OR ISUED ------- Subject	REMARKS. - Date of reminder should also be entered in pencil in this column which should be rubbed out when reply is received.
		Letter No.	Date of letter	a*	b*	c	d Superintendent of Police	e Miscellaneous	a Previous Diary No.	b Subsequent Diary No.				

*As required.

FORM No. 11.25(1)

File Cover

OFFICE OF ______________________ OF POLICE _________

Subject-head ______________________

File No. __________________________

Subject ___________________________

FOR PREVIOUS FILE SEE NO. ___________ OF 19 ____ *Index to contents of this file*					*P.Pending or otherwise	FOR LATER FILE SEE NO. ____ OF 19.
FROM or to whom	No. of letter received	No. of letter despatched	Date of letter	Page in this file		Subject.
					P. P. P. P. P. P.	
					P. P. P.	

*Note. - When a letter is disposed of, the P. opposite it will be struck out.

FORM No. 11.28(1)

REGISTER OF FILES AND INDEX OF CORRESPONDENCE

SUBJECT HEAD __________

1	2	3	4
Annual No. of file	Subject of file very briefly	Date when files ceased to be pending	Wherebouts of case with date (entries to be made in pencil to admit of necessary alterations.

FORM No. 11.33

STAMP REGISTER

Date of receipt of stamps from treasury	Value of stamps received	HOW DISTRIBUTED			Total distributed	Receipt of receiving office
		English office	Vernacular office	X.		
	*				**	

(Form to be drawn by hand).

X.-As many column as are required, *i.e.*, for each officer.

*Total in hand on quarter ending -

**Total issues during quarter ending -

FORM No. 11.39(2)

CHECK STATEMENT OF PERIODICAL RETURNS

Nature of Report or Return.

Date on which due from Superintendent.

Column	1	District
	2	Date of receipt
	3	Date of 1st reminder
	4	Date of 2nd reminder
	5	Date of 3rd reminder.
	6	Date of 4th reminder.

Completed and submitted on:-

FORM No. 11.44

POLICE DEPARTMENT ______ DISTRICT OR RANGE

INDENT FOR STANDARD DEPARTMENTAL FORMS (ENGLISH)

FROM 1ST JANUARY ________ TO 31ST DECEMBER, 19.

FOR THE USE OF THE ________________

Prepared __________ 19.

Despatched ________19.

Serial No.	No of forms	Description of form	ANNUAL CONSUMPTION DURING			Average	Balance in hand *verified by a responsible offial*	Number now indended	REMARKS
			19.	19.	19.				

FORM No. 11.47

ANNUAL INDENT FOR DEPARTMENTAL STANDARD VERNACULAR FORMS REQUIRED FOR USE IN THE ______ DISTRICT DURING 19

Serial No.	No. of form	Description of form	ANNUAL CONSUMPTION DURING			Average	Balance in hand *verified by a responsible Official*	Number now indented	Despatch voucher No.
			19.	19.	19.				

FORM No. 11.56

POLICE DEPARTMENT ______ DISTRICT

Register of Books and Periodicals

REGISTER SHOWING ALL PRINTED BOOKS, PERIODICALS, ETC. RECEIVED

1	2	3	4	5	6	7	8			9
Register No.	Title of	Name of author	Particular of Publisher and date of publication	Number of the edition	How obtained	Date of receipt	Amount paid			REMARKS
							Rs.	A.	P.	

FORM No. 11.67(1)

DIARY OF VERNACULAR CORRESPONDENCE RECEIVED IN THE OFFICE OF THE SUPERINTENDENT OF POLICE FOR THE YEAR 19.

1	2	3	4	5	6	7
Diary Serial No.	Subject	Name and address of writer	Date of letter	Date of receipt in this office	Disposal of paper by receipt branch	REFERENCE

FORM No. 11.68(1)

DESPATCH BOOK OF VERNACULAR CORRESPONDENCE ISSUED FROM THE OFFICE OF THE SUPERINTENDENT OF POLICE IN THEYEAR 19

1	2	3	4	5	6
Despatch Serial No.	Subject	Address	Date	Disposal of paper by despatch branch	Reference

FORM No. 11.69(2)

Challan of dak despatched by _________

at _______________ $\frac{A.}{P.}$ *M.* on. 19 .

Cash Diaries ___________

Periodical Returns ______

General Dak ___________

Order Book ____________

Despatcher

Contents received and challan returned at (time and date)

Recipient

FORM No. 11.70(2)

REGISTER OF FILES IN THE VERACULAR RECORD ROOM

_______ POLICE STATION

1	2	3	4	5	6	7	8
No. and date of First Information Report	Offence	Name, parentage and residence and of complainant	Name parentage and residence of accused	Result of case with date, i.e., convicted discharged or acquitted, untraced or cancelled	Where sent and when	Signature of receipent	Date of return

Note :- 1. All files shall be entered according to numbers of First Inormation Reports.

2. Sufficient space shall be let between each line to admit of entries being made in columns 6 to 8 each time a file is taken out of the record room.

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